

2009-2010
Student Handbook & Planner



Define yourself.



**Finish What
You Start**

Pictured: Actual Broward College graduation ceremony.

FROM THE PRESIDENT OF BROWARD COLLEGE



BROWARD COLLEGE

Define Yourself

Office of the President Willis Holcombe Center (954) 201-7401 Fax (954) 201-7357

WILLIS HOLCOMBE CENTER
111 East Las Olas Blvd.
Fort Lauderdale, FL 33301

A. HUGH ADAMS CAMPUS
3501 S.W. Davie Road
Davie, FL 33314

NORTH CAMPUS
1000 Coconut Creek Blvd.
Coconut Creek, FL 33066

JUDSON A. SAMUELS CAMPUS
7200 Hollywood/Pines Blvd.
Pembroke Pines, FL 33024

**INSTITUTE FOR
ECONOMIC DEVELOPMENT**
111 E. Las Olas Blvd.
Fort Lauderdale, FL 33301

PINES CENTER
16957 Sheridan St.
Pembroke Pines, FL 33331

MIRAMAR CENTER
7451 Riviera Blvd.
Miramar, FL 33023

TIGERTAIL LAKE CENTER
580 Gulfstream Way
Dania Beach, FL 33004

WESTON CENTER
4205 Bonaventure Blvd.
Suite 2, Weston, FL 33332

Dear Student:

As president, I want to welcome you to Broward College. You have chosen a college where academic excellence and opportunity are the hallmarks of our dedication to our students. We are here to assist you in reaching your academic and career goals. Our distinguished faculty provides excellence in the classroom, and they are committed to your success as an individual.

This Broward College Student Handbook is for your use as a resource and guide during your time here. There is information about our student life activities, including college clubs, student media and leadership development. Broward College is a student-centered institution, and you are our number one priority. We have a commitment to provide student services that support your goals and assist you as you progress with your college education. Those services also are listed here. The Broward College Student Code of Conduct is carefully thought out and describes ethical behavior that translates well into the every-day world.

I think you will find the handbook useful, and I congratulate you on making the choice to attain a college education.

Sincerely,

A handwritten signature in dark ink, which appears to read "J. David Armstrong Jr.".

J. David Armstrong Jr.
President

www.broward.edu

"AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION"

FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT



BROWARD COLLEGE

Define Yourself

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WESTON CENTER
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Suite 2, Weston, FL 33332

Dear Student:

Welcome to Broward College and congratulations on making the decision to pursue your degree. Whether you decide to get a certificate, AA, AS, or bachelors degree, I know you'll find all the resources you'll need to succeed right here at BC and to Finish What You Start.

I hope you'll find the Student Handbook and Planner to be a useful guide in ensuring your success at BC. You have access. Now, let's change that to Access with Success. Utilize all the resources the college offers such as smarthinking for online tutoring help and the Office of Student Success, which offers free workshops and seminars on ways to succeed during college. Be sure to make appointments with your advisor or counselor for assistance with your educational planning.

There are an extensive amount of resources and support services available to you. I encourage you to take advantage of them so you can make your time at BC both worthwhile and successful. The faculty and staff want to see you succeed, but please keep in mind that you need to take responsibility for your own learning success.

With that in mind, it's important to follow these steps to ensure that you Finish What You Start.

1. Define yourself
2. Create an education plan
3. Get financial aid
4. Register early
5. Attend and finish all classes
6. Maintain your GPA

Once again, I hope you'll use this handbook, along with the resources BC has to offer, to help you reach your academic and career goals. I know I share the same vision with my colleagues when I say we want to successfully impact your success by helping you Finish What You Start.

Sincerely,

Angelia Millender
Vice President for Student Affairs and Enrollment Management
www.broward.edu

"AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION"

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BOARD OF TRUSTEES



BC District Board of Trustees: Top Row (left to right) Paul Tanner, District Board Chair Sean Guerin, and Levi Williams.
Second Row (left to right): Vice Chair Georgette Sosa Douglass, and Lourdes Garrido.

MISSION STATEMENT

The mission of Broward College is to achieve student success by developing informed and creative students capable of contributing to a knowledge-and service-based global society. The College is committed to fostering a learning-centered community that celebrates diversity and inclusion by empowering and engaging students, faculty, and staff. (Adopted by the Board of Trustees on Jan. 27, 2009.



PRESIDENT BROWARD COLLEGE

J. DAVID ARMSTRONG JR.

NORTH CAMPUS DIRECTORY

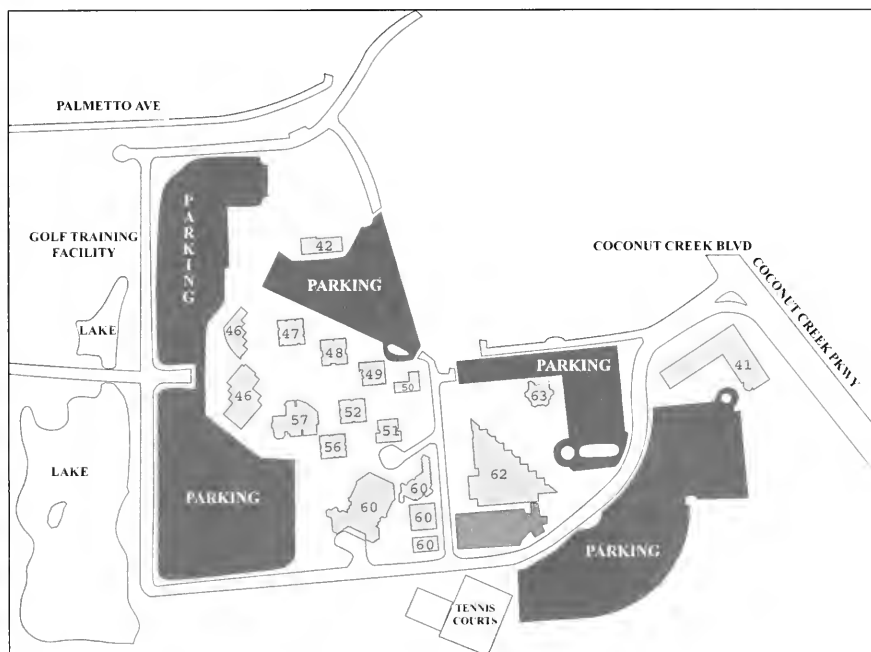
Provost	Dr. Barbara J. Bryan	201-2202	Bldg. 49-200
Deans:			
Academic Affairs	Dr. Monica Ramirez	201-2231	Bldg. 49-200
Business Affairs	Dr. George Stalliard	201-2403	Bldg. 49-200
Student Affairs	James Evans	201-2300	Bldg. 46-222
Health Sciences	Dr. Gregory Ferenchak	201-2060	Bldg. 41-230
Assoc. Dean of			
Student Affairs	Frank Gonzalez	201-2221	Bldg. 46-230
Academic Resources	Casey Gilson	201-2271	Bldg. 62-209

Advisement/Counseling	201-2305	Learning Resources	201-2260
Admissions	201-2240	Library	201-2600
BC Emergency Hotline	201-4900	Mathematics	201-2283
Bookstore	201-2225	Math Lab	201-2391
Business Administration	201-2360	Mentor Program	201-2367
Cashiers Office	201-2210	Omni Auditorium	201-2233
Campus Safety	201-2229	Open College	201-6564
Career Center	201-2272	Reading/ESL/SLS	201-2321
Communication/Fine Arts	201-2370	Reading Lab	201-2392
Computer Lab	201-2255	Registration	201-2245
Continuing Education	201-2204	Science	201-2284
Disability Services	201-2313	Soc./Behavioral Sciences	201-2263
English	201-2385	Student Affairs	201-2300
Engineer Tech/Comp Sci	201-2324	Student Government	201-2461
Financial Services	201-2330	Student Life	201-2325
Honors Institute	201-2407	Student Success	201-2310
Institute of Public Safety	201-6931	Veterans Affairs	201-2330
International Education	201-7706	Weekend College	201-6564
Intramural Sports	201-2437	Wellness Educ./Athletics	201-2314
Job Placement	201-2282	Open Lab	201-2439
Language Lab	201-2262	Writing/EAP Reading Lab	201-2279
Learning Communities	201-2390		



NORTH CAMPUS

1000 COCONUT CREEK BLVD.
COCONUT CREEK, FL 33066



41	Health Science	50	Visual and Performing Arts
42	Physical Plant	51	Business Administration
46	Student Services	52	Classrooms/Math Lab
47	English/Communication/ Reading/ESL	56	Social/Behavioral Science
48	Engineering Technology/ Computer Science	57	Mathematics/Science
49	Administration/Classrooms	60	Omni Auditorium/Wellness
		62	BC/North Regional Library/LRC
		63	Little Learners College



CENTRAL CAMPUS DIRECTORY

Provost	Dr. Lois Bolton	201-6510	Bldg. 1-157
Deans:			
Academic Affairs	Dr. Peter Battaglia	201-6513	Bldg. 1-165
Business Affairs	John Thorton	201-6624	Bldg. 1-159
Health Sciences	Dr. Debbie Papa	201-6767	Bldg. 8-136
Institute of Public Safety	Linda Wood	201-6789	Bldg. 22-131
Student Affairs	David Asencio	201-6522	Bldg. 19-130
Assoc. Dean of			
Student Affairs	Kaye Francis	201-6874	Bldg. 19-116
University/College Library,			
LRC & Technology Support	Miguel Menendez	201-6480	Bldg. 17-317

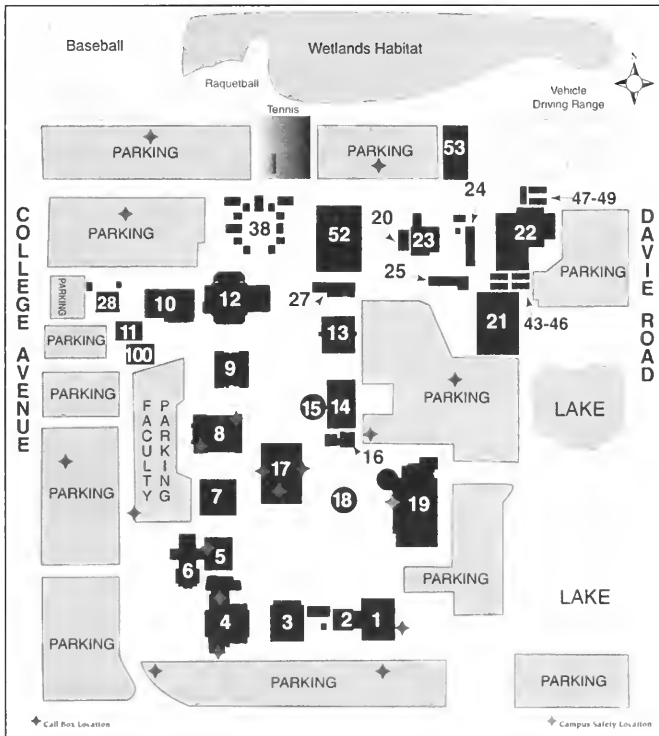
Advisement/Counseling	201-6528	LRC Tutoring	201-6663
Admissions	201-6800	Mathematics Dept.	201-6692
Architecture & Design Dept.	201-7396	Math Lab	201-6645
Bailey Hall	201-6880	Medical Assisting	201-6906
BC Emergency Hotline	201-4900	MFL Lab	201-6687
Behavioral Sciences Dept.	201-6587	Nursing	201-6851
Biological Sciences Dept.	201-6557	Performing Arts Dept.	201-6843
Bookstore	201-6830	Physical Sciences Dept.	201-6677
Business Administration Dept.	201-6710	Planetarium	201-6681
Campus Safety	201-6626	Radiography	201-2352
Career Center	201-6612	Reading Lab	201-6424
Cashiers Office	201-6545	Registration	201-6865
Communication Dept.	201-6558	ROTC	201-6791
Computer Science &		Security	201-6626
Engineering Open Lab	201-6101	Social Sciences Dept.	201-6630
Computer Science &		Student Affairs	201-6522
Engineering Dept.	201-6723	Student Financial Services	201-6573
Continuing Education (Main #)	201-7800	Student Government	201-6846
Continuing Education (Language)	201-6960	Student Life	201-6756
Continuing Education for		Student Success	201-6528
Health Sciences	201-6768	Testing Center	201-6982
Counseling	201-6528	Veterans Affairs	201-7621
Criminal Justice	201-6791	Visual Arts	201-6517
Dental	201-6448	Wellness Dept.	201-6855
Disability Services	201-6527	Wellness Center	201-6948
Distance Learning Testing Center	201-6450	Writing Lab	201-6596
Emergency Medical Services	201-6920		
English Dept.	201-6637		
ESL Lab	201-4901		
ESL/Reading/SLS Dept.	201-6427		
Evening Administrator	201-6359		
Financial Services	201-6573		
Fire Science	201-6791		
Flexible Learning	201-6567		
Health Sciences Dept.	201-6767		
Health Science Scholarships	201-6899		
Health Services Management	201-6904		
Honors Institute	201-7645		
Institute of Public Safety	201-6789		
Intramural Sports	201-6328		
Learning Resources	201-6660		
Library	201-6648		



CENTRAL CAMPUS

3501 DAVIE ROAD

DAVIE, FL 33314



1	Behavioral Sciences/Dean of Academic Affairs/Dean of Business Affairs/Provost/Social Sciences	18	Buehler Observatory
2,5,7	Classrooms	19	Admissions/Bookstore/Cafeteria/Campus Safety/Cashier, Counseling & Advisement/Dean of Student Affairs/Registration/Student Life/Testing
3	Visual Arts	20&23	Facilities Management
4	Bailey Concert Hall/Theatre/Music	24-25	Bldg. Maintenance
6	Math/English /Fine Arts Theatre	21.	Landscaping/Horticulture
8	Health Sciences	22.	Institute of Public Safety
9	Business Administration/Communications/MFL/ Reading/ ESL	27.	Child Care
10	Gym	28.	Aquatic Complex
11	Wellness	39-42	BC Classroom Modulares
12	FAU Liberal Arts	43-48	IPS Classroom Modulares
13	Computer Science/Engrg.	49	Driving Simulator
14-15	Natural Sciences	38,52,	
16	Buehler Planetarium	100	FAU Facilities
17	University/College Library/Learning Resources		

SOUTH CAMPUS DIRECTORY

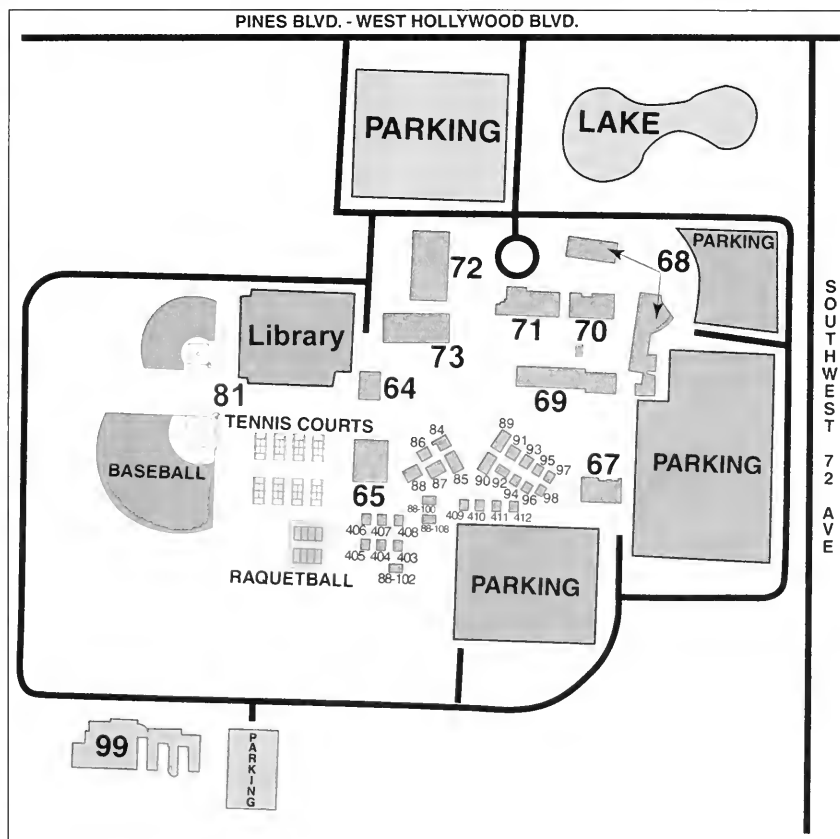
Provost	Dr. Lourdes Oroza	201-8800	Bldg. 71-208A
Deans:			
Academic Affairs	Dr. Hank Martel	201-8888	Bldg. 71-210A
Business Affairs	Albert Smith	201-8001	Bldg. 71-202
Student Affairs	Janice Stubbs	201-8903	Bldg. 68-207
Associate Dean of Student Affairs	Pam Shaw	201-8875	Bldg. 69-210
Academic Resources and Instructional Technology	Terri Justice	201-8067	Bldg. 72-136B
Aviation, Automotive & Marine Technology	Jorge Guerra	201-8077	Bldg. 99-118
Teacher Education Program	Denise St. Patrick Bell	201-8800	Bldg. 85

Academic Advisement	201-8875	Learning Resources	201-8909
Admissions	201-8835	Library	201-8825
Automotive Technology	201-8103	Mathematics Dept.	201-8920
Aviation Institute	201-8077	Math Lab	201-8909
BC Emergency Hotline	201-4900	Mentor Program	201-8994
Bookstore	201-8805	Nursing	201-8850
Business Administration	201-8933	The Observer	201-8877
Cashiers Office	201-8830	Office Systems & Tech	201-8841
Career Center	201-8865	P'an Ku	201-8044
Climbing Wall	201-8238	Reading Lab	201-8909
Communications	201-8986	Registration	201-8835
Continuing Education	201-8815	Science/Wellness Dept.	201-8965
Counseling	201-8876	Safety	201-8970
Disability Services	201-8913	Safety Emergency Line	893-5700
English Dept.	201-8904	Soc./Behavioral Sciences	201-8810
Financial Services	201-8846	Student Affairs	201-8903
Flexible Learning	201-6564	Student Government	201-8941
Foreign Language Lab	201-8909	Student Life	201-8973
Honors Institute	201-8873	Student Success	201-8994
International Students	201-8991	Teacher Education Specialist	201-8800
Intramurals/Student Activities	201-8911	Veterans Affairs	201-8868
Job Service	201-8866		



SOUTH CAMPUS

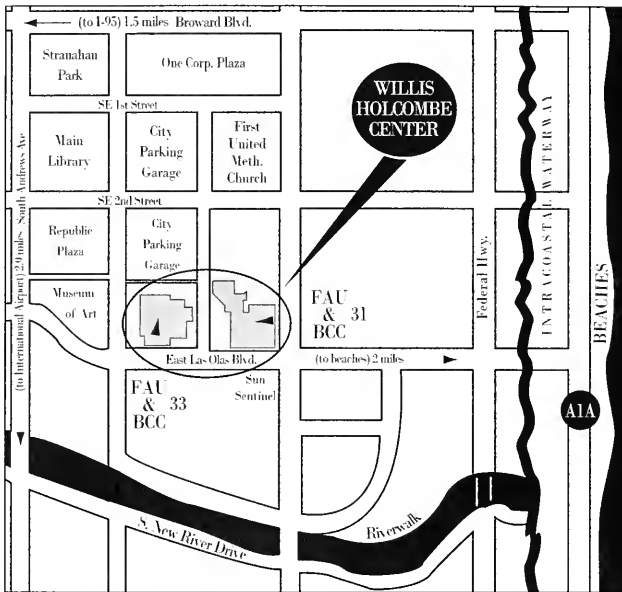
7200 PINES BLVD.
PEMBROKE PINES, FL 33024



71 - 2nd floor	Admin/Provost
99	Aviation
67	Bookstore
73	Child Development Center
69 & 71	Classroom Bldg.
90-98	Classroom Modulares
403-412	Classroom Trailers
72	Learning Resources
70	Science/Computer Labs
68	Student Services/Student Life/ Cafeteria
65	Wellness Center/GYM
81	Library

WILLIS HOLCOMBE CENTER

111 EAST LAS OLAS BLVD.
FT. LAUDERDALE, FL 33301



Provost:	Dr. Lois Bolton	201-6510 Bldg. 1-157 (Central)
Deans:		
WHC Dean	Dr. Eileen Garcia	201-6513 Bldg 33/423 WHC
Associate Dean of		
Student Affairs	Frank Kurz	201-7420 WHC, Bldg. 33-115

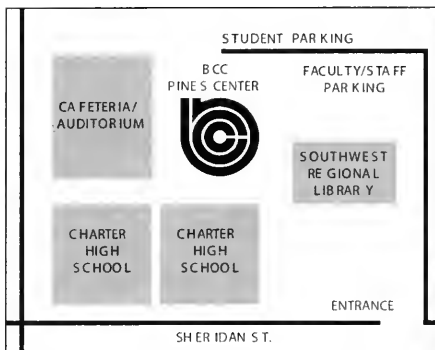
WILLIS HOLCOMBE CENTER DIRECTORY

Academic Advisement	201-7491	Financial Services	201-7580
Admissions	201-7378	Learning Resources	201-7595
BC Emergency Hotline	201-4900	Registration	201-7378
Bookstore	201-7402	Security (FAU Bldg 33)	201-7636
Cashiers Office	201-7418	Security (BC Bldg 31)	201-7419
Computer Lab	201-7595	Student Affairs	201-7491
Disability Services	201-7517	Student Life	201-7377
Evening Administrator	201-7420	Veterans Affairs	201-7580



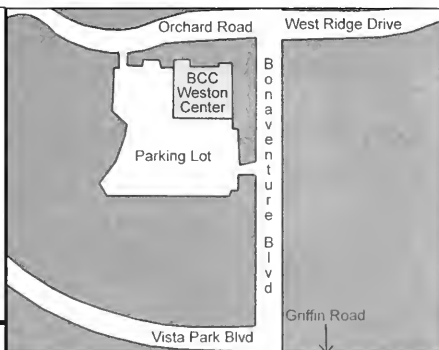
PINES CENTER

16957 SHERIDAN STREET
PEMBROKE PINES, FL 33331



WESTON CENTER

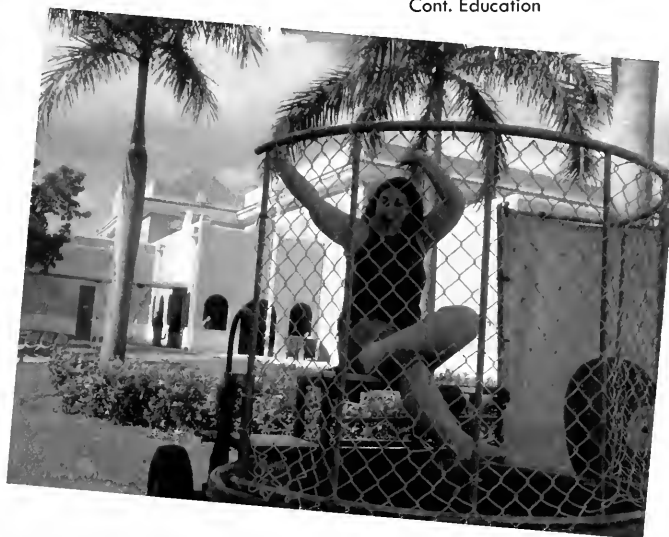
4205 BONAVENTURE BLVD.,
SUITE 2 WESTON, FL 33332



Dean	Donna Henderson	201-3612	Bldg. 100-126
Center Manager	Rosa Fuste	201-3611	Bldg. 100-126
Administrative Coord.	Janice D'Andrea	201-8501	Bldg. 100-204
Disability Services (via South Campus)	Larry Melody	201-8913	Bldg. 68-227
Learning Resources (via South Campus)	Terri Justice	201-8909	Bldg. 72
Center Manager	Karen Young	201-8662	Miramar Town Center

PINES CENTER/WESTON DIRECTORY

Student Affairs	201-3603	Faculty Advisor	201-3655
Counseling	201-3602	Cashier	201-3607
Enrollment Services	201-3605	Financial Aid	201-3621
Reception Desk	201-3601	Veteran's Affairs	201-3621
Admissions/Registration	201-3631	Bookstore (Pines)	201-3604
Testing Center	201-3606	Bookstore (Weston)	201-8529
		Cont. Education	201-3609



STUDENT AFFAIRS

Broward College welcomes you and hopes that you will use your time, talents, and efforts while here to become successful in all your endeavors. The Student Affairs staff, faculty, and administration will help you to develop and achieve your goals. Student Affairs has unique services and functions to provide students with a total package of information, assistance, and enrichment. The following people are available to help you enjoy your highest degree of success.

COLLEGEWIDE STUDENT AFFAIRS ADMINISTRATION

Angelia Millender
Vice President for Student Affairs & Enrollment Management
District Administrative Offices
201-7486

Willie Alexander
Associate Vice President for Student Affairs/College Registrar
Willis Holcombe Center
201-7471

Neil Cohen
Associate Vice President for
Student Development Services
Central Campus Bldg. 10
201-4507

Marcia Conliffe
Associate Vice President for Student Success & Enrollment Management Services
Willis Holcombe Center
201-7634

Ed Key
District Director for Enrollment
Management
Willis Holcombe Center
201-7894

CAMPUS/CENTER STUDENT AFFAIRS STAFF

STUDENT DEANS

Janice Stubbs	South Campus	201-8903
James Evans	North Campus	201-2300
David Asencio	Central Campus	201-6522
Donna Henderson	Pines, Weston, Miramar Centers	201-3610
Frank Kurz	Director, WHC	201-7420

FINISH WHAT YOU START



FINISH WHAT YOU START

STEP ONE



DEFINE YOURSELF!

CHOOSING A CAREER

CAREER CENTER

What do you want to be when you grow up? You've probably pondered this question many times since you were a child. The Career Center, located on all the campuses, offers you the guidance you need to help you with this important decision.

Career planning services are available to all students and alumni of Broward College. The Career Center offers a variety of services to assist you in making career decisions, setting career goals, and preparing for a job.

At the Career Center, you can access:

- Resume and Cover Letter critiques
- Resources on Interviewing Strategies
- Find a job using Employ Florida
- Find a job online
- Find a Work Study Job on campus

A student may visit the Career Center at the campus of his/her choice located at:

Central: Bldg. 19, Room 116, 201-6612

North: Bldg. 46, Room 237, 201-6612

South: Bldg. 68, Rm. 100, 201-8865

WHC: Bldg. 33, Room 117, 201-7491

Pines/Weston/Miramar: Bldg. 100, Room 106, 201-3601

CHOOSING A MAJOR

There are several different types of degrees you can get at BC. If you need help deciding on the type of degree that is right for you, visit an advisor on any campus for guidance.

Types of Degrees:

A.A.

Associates in Arts (AA) degrees: Earn a degree and guarantee transfer to a Florida four year public university. Some examples include: accounting, art, finance, interior design, liberal arts, journalism, nursing, pre-law, and social work.

B.S.

Bachelor's (BS) degrees: Broward College's premiere Education degree for those looking to become a teacher. Some examples include: Exceptional Student Education, Middle Grades General Science and Mathematics, Secondary Biology and Mathematics.

A.S.

Associates in Science (AS) degrees: After 2 years of specialized training, enter the workforce in a high-demand career with guaranteed job skills. Some examples include: aviation operations, business administration, computer programming, health service management, physical therapist assistant, and radiation therapy.

A.A.S.

TECHNICAL CERTIFICATE

ONLINE DEGREE

Associates in Applied Science (AAS) degrees: Enter the workforce after two years of training in a specialized field. Some examples include: accounting technology, digital media, electronic commerce, and marketing management.

Technical Certificates: Advanced training to supplement the 2-year AA degree. Some examples include: critical care nursing, home health care nursing, and multi-media web development.

Online degrees: BC now offers selected degrees and certificates online such as an AA in accounting and an AS in Business Administration or an Accounting applications certificate.

For a complete look at the types of degrees and majors available, please visit the website at www.broward.edu/programs/

FINDING A JOB

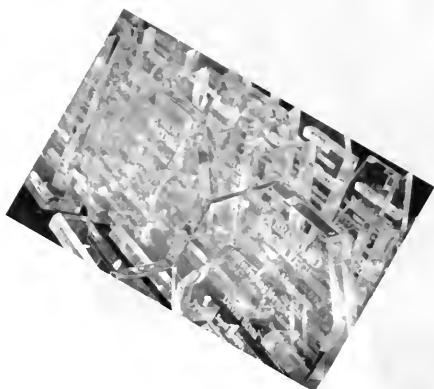
Looking for a job? If you are, you have a few options at BC. You can go to the Career Center on your campus. You can also use the Employ Florida Marketplace, the school's primary online employment resource for students and local employers. Employ Florida links all of Florida's employment services and is free for students and employers to use. Please visit Employ Florida at <http://www.employflorida.com/> for more information.

In addition, you can also visit the Career Services Links Page to look up a variety of jobs in many different fields at <http://www.broward.edu/career/FindAJob/JobSearchLinks/page5521.html>

If you are eligible, you also might qualify for work-study positions. The Federal Work Study Program allows students to work in campus departments and typically pays \$9 per hour for 20 hours a week. Current BC students must meet certain financial aid requirements in order to qualify. For more information about, and a listing of work study jobs at Broward College, visit <http://www.broward.edu/career/FindAJob/WorkStudyJobs/page5434.html>



FINISH WHAT YOU START



FINISH WHAT YOU START

STEP Two



CREATE AN
EDUCATION PLAN!

EDUCATIONAL PLANNING

Your educational plan is a list of which courses you will take each term until program completion. Educational planning can help BC students in a variety of ways such as deciding on their major, what classes they should be taking in the next few semesters, or determining how many semesters it will take for them to complete their degree requirements. BC advisors/counselors work with students to develop a personalized educational plan that will help them reach their academic goals faster. The educational plan will serve as their class selection guide as they navigate from semester to semester at BC. The educational plan is created using an online tool that is accessible and easy to use.

An appointment to develop an educational plan can be made online at www.broward.edu. Students will locate "MY BC" on the bottom left of the homepage at www.broward.edu and log in with their Student ID and PIN (birth month and year, MMY, ex. 0175) and choose "Educational Plan" under the Advising menu. Students can access the Educational Plan online tutorial by selecting "accessing your educational plan online" at <http://www.broward.edu/tutorial/>.

It is a good idea to review your selections with an advisor or counselor each term to verify accuracy.

ADVISING AND COUNSELING

Take advantage of the services, staff, and resources available for your benefit. Our doors are open for students to stop by for information, advice, and help in making academic and career decisions. Academic advisement is available to all students. Academic advisors and counselors help students develop an educational plan and term course schedule, assess their progress as they continue their studies and effectively use campus services. The website, www.facts.org, is Florida's online self-help service for students' degree audits, financial aid information and transfer and career information. Counselors also help students explore their attitudes and interests as they relate to their academic, social and emotional life and offer career exploration assistance. In addition, Cyber Advisors are available to answer general academic and financial aid questions online. Log onto www.broward.edu/advisingcounseling/ for more information.

Contact Counseling/Academic Advisement on each campus: Central, 201-6528; North, 201-2305; WHC, 201-7491; South, 201-8875; Pines Center, 201-3603. International Student Advisement & Immigration: 201-7468.

STUDENT ASSISTANCE PROGRAM

Effective fall 2009, BC students in need of brief mental health counseling will be able to seek services at Henderson Mental Health Center. More information will be available in the near future on the BC website.

Please note that students should expect privacy and confidentiality when seeking counseling, however, the Health Insurance Portability and Accountability Act permits a covered entity to disclose patient Health Information, including psychotherapy notes, when the covered entity has a good faith belief that the disclosure: (1) is necessary to prevent or lessen a serious and imminent threat to the health or safety of the patient or others and (2) is to a person(s) reasonably able to prevent or lessen the threat. This may include, depending on the circumstances, disclosure to law enforcement, family members, the target of the threat, or others who the covered entity has a good faith belief can mitigate the threat. In cases where there is a threat to campus safety.

FINISH WHAT YOU START

STEP THREE



GET FINANCIAL
AID!

STUDENT FINANCIAL SERVICES

The Broward College Office of Student Financial Services is ready to assist you in funding your education. The goal of the office is to help students who can benefit from further education but cannot afford to attend school without financial support. Our office staff will guide you through the application process as well as assist you in completing all the required forms. Please feel free to visit any of our campus offices for further information or visit www.broward.edu and click on financial aid. Applications for financial aid must be submitted each year. In order to be considered for the maximum aid available, you must file your financial aid form as early as possible. If you have all the requested financial aid documents, your evaluated high school diploma or GED, as well as your evaluated academic transcripts by the deadline date below, and you are eligible, you will be guaranteed that your schedule will be paid by the due date for the start of classes. If you do not meet the deadline date, you may still be eligible for financial aid, but you will have to pay your own tuition and books.

Term	Deadline
Fall	July 13, 2009
Winter	November 12, 2009

If you receive any financial aid, and it is not enough to cover your tuition, you must pay the balance by the fee due date or your classes will be dropped.

On the Broward College website, students will receive detailed information on the following:

- How to apply for financial aid including a direct link to the federal application FAFSA
- Scholarship information with links to scholarship search engines
- Entrance and exit interviews for loan applications
- Student employment opportunities
- Veterans Information
- Useful resources and contacts
- A link to view your award status

GRANTS

Grants are free monies provided by the federal and state government and are generally awarded to individuals who demonstrate exceptional financial need. Federal and state grants include the Pell Grant, the Federal Supplemental Education Opportunity Grant, Academic Competitiveness Grant, and Florida Student Assistance Grant.

LOANS

Loans are financial assistance that must be repaid with interest within a specific time period. Often repayment is deferred while students are attending classes, and are enrolled in a minimum of six (6) credit hours.

EMPLOYMENT

Work-study programs at BC provide part-time jobs on and off campus for students to enable them to earn part of their college expenses while gaining valuable experience. For on-campus employment, students may work up to a maximum of 20 hours a week depending on eligibility and funding. The off-campus employment program places students in areas of career interest, mostly as teacher aides in local public schools.

SCHOLARSHIPS

Scholarships are usually awarded to students who demonstrate academic excellence, exceptional talent or skills, or who demonstrate financial need. Although each scholarship has its own criteria, BC requires only one application. Information on scholarships can be found on our website.

BASIC VETERANS AFFAIRS INFORMATION

Broward College is an approved site for veterans training which includes pursuing an associates of arts degree, associate of science degree, bachelor degree and some approved certificate programs. Detailed information on attendance policies and enrollment certification forms are available on the BC website under the financial aid icon. Briefly, veterans are required to file an attendance form each month to maintain their benefits. Attendance requirements differ depending on the program of study you are pursuing at BC. If you have any questions regarding the GI bill, please call the toll-free number 1-888-GI-BILL (1-888-442-4551) to speak with a Veterans Benefits Counselor or visit the website at: <http://www.gibill.va.gov>.

WITHDRAWAL POLICIES

It is the student's responsibility to notify the Student Financial Services Office if you, as a financial aid recipient withdraw from any or all of your classes at any point during the term. If you withdraw, the Student Financial Services staff will determine based on federal regulations whether you have to pay back any financial aid you received. This refund policy includes funds from the Pell Grant, Supplemental Opportunity Educational Grant, Academic Competitiveness Grant and both Subsidized and Unsubsidized Stafford Loans, called Title IV funds. If you receive any of these funds and you completely withdraw from classes through 60% of the term, the College is required to determine how much of the financial aid you earned up to the time of withdrawal. Unearned Title IV funds must be returned by either you or the College to the federal government. The withdrawal could result in both a debt to the school and to the government or to both. Additional information on this policy is available on the Student Financial Services website.

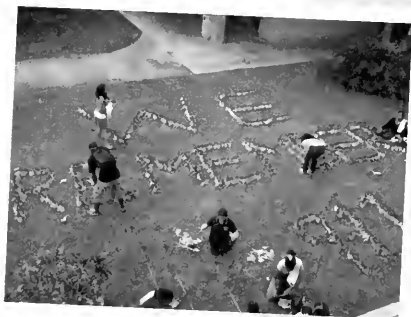
SATISFACTORY ACADEMIC PROGRESS POLICY

Students must make academic progress in all course work in order to receive financial aid according to federal and institutional regulations. Academic progress is calculated after you complete the end of your second term. At that point, you must maintain at least a 2.0 grade point average and complete at least 67% of your coursework as well as complete the degree requirements in a reasonable timeframe.

For lower division students, you cannot attempt more than 90 credits for a 60 credit degree program (150%). For upper division students, you cannot attempt more than 180 credits for a 120 credit degree program.

In extenuating and limited circumstances, students may appeal the denial of financial aid through a petition process. The petition must include documentation explaining your mitigating circumstances. Mitigating circumstances include, but are not limited to, extreme illness or injury, death of an immediate relative, or a family crisis. You may appeal the denial if you have under a 2.0 grade point average OR you have not completed 67% of your coursework. You may not appeal the denial if you have both of those issues. Further, if you have reached the maximum timeframe of 150%, you cannot appeal the denial unless you have already earned one degree or you have taken ESL coursework that would have forced you to enroll in excessive hours. You will have a maximum of 21 days from the time you are notified of the denial to submit your documents for a petition. If you are denied aid, you must successfully complete 12 credits on your own and increase your grade point average or completion rate in order for your financial aid to be reinstated. Further information on satisfactory academic progress is available on the financial aid website.

FINISH WHAT YOU START



FINISH WHAT YOU START

STEP FOUR



REGISTER EARLY!

HOW TO REGISTER

ONLINE

1. On BC's homepage, go to "Future Students" and choose what kind of student you are. For example, if you are a returning student, click on "Returning Student" and then click on "Registration." Click on "My BC." Enter "Login" (your ID #, without dashes) and "PIN" (2 digits for birth month and 4 digits for birth year). Click "Sign In."
2. First-time users should read "Policies and Guidelines" and click "accept" or "reject."
3. Click "Registration."
4. Click "Registration Date" to see the earliest time you can register for the term you want. If it's not "OK to Register," click "View Details" to find out why.
5. If it's OK, click "Back" button and then click "Add/Drop."
6. Select the term for which you want to register.
7. In this Welcome page, if you don't know when classes you need are offered, scroll down to "Class Schedule - Search by Term."
8. Select your campus preference and enter course ID for courses you want, such as "ENC1101" (no spaces). Click "Search Now."
9. After you've developed a workable schedule, select classes by clicking the "Ref Num" (6-digit reference number) in the box to the left of a class you want. Each class you select appears at the top of the page, so scroll down to see the list and select another.
10. Your class selections are now displayed. If you want to save them, click "Save." If you want to remove any, click on the reference number. You actually register for the classes only by clicking "Save." If you see holds after you have clicked "Save," you will need to contact the appropriate department. You can also refer to course descriptions in the BC catalog (some courses require pre- and/or co-requisites).
11. Click "View/Print Schedule and Fees" button and confirm your schedule and fee due date.

IN-PERSON

Central Campus, 201-6865, Bldg 19, Rm. 104
South Campus, 201-8835, Bldg 68, Rm. 117
WHC, 201-7378, Bldg 33, Rm. 118
North Campus, 201-2240, Bldg 46, Rm. 129
Pines Center, 201-3603, Bldg 100, 1st Floor Lobby

STUDENT TESTING

STUDENT PLACEMENT

In order to ensure proper course placement, all degree-seeking students must be assessed in reading, English and mathematics. Tests utilized in the assessment process have been determined by the Florida State Board of Education. Broward College accepts the Scholastic Aptitude Test (SAT) and American College Testing (ACT). Students who have not taken either of these tests or whose scores are more than two years old must take the Computerized Placement Test (CPT) at Broward College.

Students who have attended high school outside the United States (who come from countries where English is not the national language) or those students who have not completed at least two years of regular high school English instruction (non-English as a Second Language) in the United States must take the Levels of English Proficiency (LOEP) test instead of the CPT.

COMPUTERIZED PLACEMENT TEST (CPT)

The test is not timed, but allow for a 2 hour test period.

- Bring picture identification such as driver's license or passport and the BC application paid receipt.
- Bring two No. 2 pencils.
- Students should be tested on the campus where they are planning to attend classes.

GENERAL KNOWLEDGE TEST

The General Knowledge test for Bachelor degree education students is available on North Campus, Bldg. 46/245. All candidates must first register online. Go to the National Evaluation Systems (NES) website to register in advance at www.fl.nesinc.com. For more information, contact NES at (413) 256-2893 or North Campus testing at 201-2345.

TESTING CENTERS

View testing information and hours of operation for each campus/center test site on the BC website. Click Future Student in the top menu bar.

South Campus - Building 68, Room 213	954-201-8884
North Campus - Building 46, Room 245	954-201-2345
Central Campus - Building 19, Room 102	954-201-6982
Willis Holcombe Center – First Floor	954-201-7491
Pines Center – Building 100, Room 111	954-201-3606

Note: Students who test into any preparatory level courses are required to register for at least one preparatory course their first term, and at least one preparatory course every following term until all preparatory requirements have been satisfied.

STUDENT ID CARDS

It is BC's policy that all students enrolled in degree and certificate programs must obtain and carry the BC card. The BC card is primarily used for identification, for using College services, and to access extracurricular activities including special events and intramural sports. The BC card may be obtained in the Student Life area of each campus/center. Hours are subject to change.

Your student ID card provides you access to:

- Student services
- Library services
- LRC materials
- Student Activity Center access
- Bookstore/Financial Aid Verification

North Bldg. 46-134, 201-2325, Mon-Thur: 8 am - 7 pm, Fri: 8 am - 4 pm
Central Bldg. 19-106, 201-6756, Mon-Thur: 8 am - 7 pm, Fri: 8 am - 4 pm
South Bldg. 68-189, 201-8316, Mon-Thur: 8 am - 7 pm, Fri: 8 am - 4 pm
Pines Center Bldg. 100-119, 201-3630, Mon-Thur: 8 am - 4:30 pm, Fri: 8 am - 4 pm
WHC Bldg. 33, Room 109, 201-7377, Mon-Thur: 8 am - 4:30 pm, Fri: 8 am - 4 pm

FINISH WHAT YOU START



FINISH WHAT YOU START

STEP FIVE



ATTEND AND
FINISH ALL CLASSES!

TUTORING SERVICES

SMARTHINKING

Live, personalized online learning assistance is available to students in math, business, science, and writing. All you need to do is sign in through your MyBC web page.

STEP 1: ACCESS YOUR ACCOUNT

1. Go to www.broward.edu and enter your login and pin into the myBC Login box.
2. Click on the Smarthinking icon (it is at the bottom of your myBC page.)
3. Follow the directions on the following page; it will take you to your Smarthinking.com account

STEP 2: GET HELP

Connect With an e-structor and interact with a live tutor when you have a question.

Note: The first time you use SMARTHINKING, you will get a "plug-in" notice. You must click "Yes" when asked if you will accept the plug-in. Submit your writing for any class to our Online Writing Lab and receive feedback from a tutor usually within 24 hours. Submit a question and a tutor will reply usually within 24 hours.

If you need help using Smarthinking, e-mail Customer Support at support@smarthinking.com or call (888) 430-7429 ext. 1.

LIBRARIES

Through joint partnerships with either Broward County or FAU, there are three campus libraries that provide academic support for programs of study. Electronic catalogs and automated databases available at each library location facilitate research and student learning. Students at North and South Campus, which has a joint-use library with the county system, must have a public library card. All BC students are eligible to use the University/College Library on the Central Campus, which is joint-use with FAU, once they obtain their student ID. Policies, procedures, and hours of operation differ slightly from one location to another. For precise information, please contact the library serving your campus location: A. Hugh Adams Central Campus, Building 17, 954-201-6648; North Campus, Building 62, 954-201-2041; Judson A. Samuels South Campus, Building 81, 954-201-8825. There are additional public libraries throughout Broward County that are not joint facilities with Broward College but are located near Broward College centers and may have resources to assist you, such as Pines Center, Building 101, 954-201-3619; Willis Holcombe Center, and the Broward County Main Library, 954-357-7444.

LEARNING RESOURCE CENTERS

Each campus Learning Resource Center provides students with free access to up-to-date instructional and support services in the classroom and learning laboratories. These services include learning labs, tutoring services, and classroom support. For additional information regarding academic support services and/or LRC hours of operation, please contact your campus Learning Resource Center.

A. Hugh Adams Central Campus, Building 17, 954-201-6660
North Campus, Building 62, 954-201-2260
Judson A. Samuels South Campus, Building 72, 954-201-8909
Pines Center, Building 101, 954-201-3619
Willis Holcombe Center, HEC Room 430, 954-201-7595

CHILD CARE SERVICES

Broward College offers childcare on Central, North, and South campuses to its students. Broward College's child care facilities provide a place for children to learn, play, and grow in a nurturing environment designed to enhance your child's development and education. All childcare facilities feature state certified Broward County licensed staff (BS, AA, and CDA) and are fully accredited. A Childcare Assistance Grant is available to those students who receive financial aid and are currently enrolled in daytime classes on a campus where a Broward College child care center is located. Eligible students can receive a grant that pays for 75 percent of your childcare costs. For more information, contact the childcare facility on Central Campus, Bldg. 27 at -201-6987; North Campus, Bldg. 63 at 201-2440; or on South Campus, Bldg. 73 at 201-8651

OFFICE OF STUDENT SUCCESS

The office of Student Success coordinates a variety of academic and personal support services designed to assist with the retention and success of students. The guiding philosophy of the program is that all students can achieve academic success if the appropriate support services are made available to them in a timely manner.

The office of Student Success also oversees the Early Warning System (EWS), schedules classroom visitations, and supervises tutoring staff, coordinates Tutorial Program and the College Success Skills Workshops.

EARLY WARNING SYSTEM

The Early Warning System is a student retention/early intervention program aimed at identifying students who are having difficulty in their preparatory courses during the first three weeks of each term.

CLASSROOM VISITATIONS

The classroom visitations are aimed at providing students with important information early in each term to enable them to make better decisions. With the permission of instructors, counselors/advisors visit the preparatory classes and give short presentations on college academic policies as well as various support services available at the college

TUTORIAL PROGRAM

The Tutorial Program offers free tutorial assistance to students who may need additional help with their academic subjects. The main feature of the program is the one- to- one tutoring session.

COLLEGE SUCCESS SKILLS WORKSHOPS

The office of Student Success offers a variety of Study Skills Workshops designed to assist students to develop and improve their academic success skills. The workshops are designed to help students manage their time more productively, listen effectively, reduce stress, think critically, build relationships and solve problems.

Contact the Student Success Office on each campus: Central, Jose Lopez, 201-6359; North, Alicia Smith-Wroble, 201-2310; South, Clive Scott, 201-8994.

DISABILITY SERVICES

As an Equal Access/Equal Opportunity Institution, Broward College assures students with disabilities equal access to all college programs, activities and services as mandated by the Americans with Disabilities Act of 1990 (ADA) and section 504 of the Rehabilitation Act of 1973, as amended. Disclosure of a disability is voluntary. However, if you have a disability, we recommend that you register with your Campus Office of Disability Services in the event that at some point you may need accommodations. Once documentation has been determined to meet BC guidelines and you are registered for classes, necessary and reasonable accommodations will be provided in a timely manner.

Some of the services available are note-taking, specialized testing, sign language interpreters, readers, scribes, and use of assistive hardware and software. In addition, other specialized equipment is available to assist students with disabilities in pursuing their academic objectives. For more information, contact the Disability Services Specialist on your campus: North Campus, Bldg. 46-209, 201-2313; South Campus, Bldg. 68-227, 201-8913; Central Campus, Bldg. 19-116, 201-6527; WHC, Bldg. 33-110, 201-7517; College Wide Deaf Services, 201-6766, (TDD) 201-6445.

BC BOOKSTORES

BC Bookstores will help you as you begin your successful journey at BC. The bookstores offer a complete line of textbooks, both new and used, and a large selection of trade and reference books. We also offer a generous textbook buyback program.

We also have an extensive assortment of art supplies, gift items, college rings, clothing, uniforms, dictionaries, reference books, backpacks, software, calculators, notebooks, writing tools, diploma frames, decals, and a whole lot more. Services also include special orders for books and software not normally carried as basic stock. Prices are established according to the national standard typically found at other colleges and universities.

The bookstore accepts Visa, MasterCard, Amex and Discover credit cards and financial aid. Textbooks can be ordered online at www.broward.edu/bookstore. Bookstore hours of operations are posted on our website.

Central Campus Bookstore, Bldg. 19, 201-6830
North Campus Bookstore, Bldg. 46, 201-2224
South Campus Bookstore, Bldg. 67, 201-8805
Holcombe Center Bookstore, HEC/Bldg. 33, 201-7402
Pines Center Bookstore, Bldg. 101, 201-3604
Weston Center Bookstore, Bldg. 110 2nd floor, 201-8529



GET INVOLVED IN COLLEGE

While at BC, getting involved with different organizations and activities will help you be more connected to school. Students who are actively involved in college life have higher success rates, and joining student organizations gives you better in-sight into careers, and is a great way to network.

JOINING A STUDENT ORGANIZATION

There are many different student organizations on each campus. For more information about a student organization, or to start a club, contact the Student Life office on North at 201-2325; Central at 201-6756; South at 201-8973; WHC at 201-7377; and the Pines Center at 201-3630.

NORTH CAMPUS

African-American Student Union – Social Club
Anime Club – Social Club
Black Student Union – Social Club
Blue Hawks (Helps with student orientation) – Service Club
Caribbean Club – Special Interest Club
Computer Club
Distributive Education Clubs of America (DECA) – Academic Club
Diverse Stylz – Social Club
Dynamic Soul Dancers – Social Club
International Club – Social Club
InterVarsity Christian Fellowship – Special Interest Club
Legal Assisting Society – Career Club
Massage Therapy – Career Club
Math Club – Academic Club
Phi Beta Lambda – Career Club
Phi Theta Kappa – Honorary Club
Roots (Haitian Culture) – Special Interest Club
Science Club – Academic Club
Ultimate Frisbee Club – Social Club

CENTRAL CAMPUS

African-American Student Union – Social Club
Asian American Club – Special Interest Club
Brain Bowl – Academic Club
Student Ambassadors
Gay Straight Alliance (GSA) – Special Interest
Hillel Jewish Student Union – Social Club
Honors Student Committee – Academic Club
InterVarsity Christian Fellowship – Special Interest Club
Japanese Club – Special Interest Club
Kenpo Club – Special Interest Club
Peer Educators – Service Club
Phi Beta Lambda – Career Club
Phi Theta Kappa – Honorary Club
Pre-Dental Society – Career Club
Pre-Med Club – Career Club
Pre-Pharmacy Club – Career Club
Respect Yourself, Check Yourself, Protect Yourself – Service Club

Salsa Team – Social Club
Seahawk Wellness – Special Interest
Sociology and Social Work Club - Career Club
Student Programming Association (SPADES) – Service Club
The American West Indian Club (T.A.W.I.C) – Special Interest
Ultimate Frisbee Club – Social Club

SOUTH CAMPUS

African-American Student Union – Social Club
Alpha Eta Rho-Eta Phi Chapter – Social Club
ASPIRA (Latin American Culture) – Special Interest Club
Broward Ambassadors (Helps with student orientation) – Service Club
Business Students Association – Career Club
EdTech/Phi Delta Alpha – Career Club
Fit for Life Club – Social Club
Gay Straight Alliance (GSA) – Special Interest
Haitian Club – Special Interest Club
Health Science Club – Career Club
InterVarsity Christian Fellowship – Special Interest Club
Kappa Delta Pi – Academic Club
Legal Assisting Society – Career Club
Organized Arts Club – Social Club
Peer Educators – Service Club
Phi Delta Alpha:Education & Technology Club – Career Club
Phi Theta Kappa – Honorary Club
Soccer – Social Club
Speech and Debate Club – Academic Club
Student Programming Board – Service Club
The American West Indian Club (T.A.W.I.C) – Special Interest

WHC

African-American Student Union – Social Club
American Institute of Architecture Students – Academic Club
Anchor Point Graphic Design – Academic Club
InterVarsity Christian Fellowship – Special Interest Club
Peer Educators – Service Club
Phi Theta Kappa – Honorary Club

PINES CENTER

Student Programming – Service Club
Broward Ambassadors (Helps with student orientation) – Service Club

TIGERTAIL

Diving Club – Social Club
Sailing Club – Social Club
Scuba Club – Social Club

GETTING INVOLVED IN STUDENT GOVERNMENT

Student Government (SG) at Broward College represents the study body and acts as the voice of the students. Student Government also serves as the liaison between student organizations and the administration. SG researches student concerns and finds ways to resolve problems. The membership is open to any and all interested students. SG also offers various leadership opportunities on many different levels. Selected students become involved in campus, collegewide, district, and state level events.

Students involved in SG will learn teamwork, conflict resolution, communication skills, and the legislative process. The Student Government at Broward College is always looking for new ideas, faces, and inspiring minds. For more information, contact the SG office on Central Campus at 201-6846, e-mail acarter@broward.edu; at the Willis Holcombe Center at 201-7377, e-mail shawk@broward.edu; on North Campus at 201-2461, e-mail msizemor@broward.edu; on South Campus, Bldg. 68-275 at 201-8997, e-mail rortega@broward.edu, or the Pines Center at 201-3630, e-mail smitchel@broward.edu.

LEADERSHIP DEVELOPMENT

Broward College is dedicated to providing opportunities and programs that will continue to develop leaders as well as provide current student leaders opportunities to fine-tune and expand their skills. There are different components offered to develop students' leadership skills, providing both cognitive and experiential opportunities: They include leadership retreats, achievements lectures, ethics, conflict resolution, group and team dynamics, sportsmanship, budget and fiscal management, etiquette luncheons, networking, and communication. For more information, visit the Student Life Office on your campus.

COMMUNITY VOLUNTEERISM

If you're interested in volunteering in your community, contact the Office of Volunteerism and Leadership on South at 201-8973; WHC at 201-7377; and Central at 201-6568.

COMPETITIVE EDGE

Competitive Edge is a highly selective leadership program. Participants are chosen based on their nomination by faculty members or administrators, recommendations, committee interviews, and demonstrated leadership potential. Shadowing and internship experiences are provided throughout the sophomore year with the President's senior staff and community and political leaders. For more information, contact the Student Life office on your campus or call 201-4507, or e-mail ckeating@broward.edu.

STUDENT PUBLICATIONS

STUDENT JOURNALISM – *THE OBSERVER*

Broward College encourages and supports a free and responsible student press. *The Observer*, the college's bi-monthly collegewide newspaper, that is completely student produced, offers student reporters and editors the opportunity to practice all aspects of newspaper work, including reporting and writing, photojournalism, design, graphics, desktop publishing, copy editing, and layout. Any student, no matter what major, enrolled at the college can work for the paper. Institutional scholarships and work-study assignments are available to student editors. In addition, *The Observer*

is widely recognized for its excellence and has won numerous state, individual, and overall awards. Although *The Observer's* main office is located on South Campus, Bldg. 68-268, students from all campuses are encouraged to participate. For more information, contact *The Observer* office at 201-8035 or via e-mail at observer@mail.broward.edu. Also, visit us online at: www.broward.edu/observer.

STUDENT LITERARY MAGAZINE - *P'AN KU*

P'an Ku is the student-produced BC Student Literary/ Arts Magazine which is published twice yearly. The purpose of the magazine is to encourage, promote, and highlight the creative efforts of students throughout the college. *P'an Ku* has won numerous awards over the years in both state and national competitions.

The magazine contains the work of students from all campuses of the college. Poetry, fiction, nonfiction, photography, and artwork are sought for publication. Though based on South Campus, the magazine encourages students from all campuses to not only submit work but be part of the staff. A limited number of scholarships are available each term. Watch for the announcements of submission deadlines during the year. For more information, check out the magazine's website: <http://www.broward.edu/panku/>.

PHYSICAL FITNESS AND RECREATION

INTRAMURAL SPORTS

The intramural program is comprised of competitive leagues and tournaments. It is open to men and women and all students, faculty, and staff. The College requires proof of health insurance or a signed insurance waiver on file and current BC ID card for participation in intramural activities. Sports available include:

Indoor Soccer
Open Gym
Volleyball
Flag Football

Indoor Climbing
Tennis & Racquetball
Full court Basketball
Golf

The IM Sports Program offerings differ on each campus and are subject to change. Programs are added and canceled according to student interest and attendance. Notify your campus Student Life Director of any activities that you would like to see added to your campus intramural program. For the dates, times, and details for signing up, contact your local Student Life office: South Campus, 201-8911, Bldg. 68-188; Central Campus, 201-6756, Bldg. 19-106; North Campus, 201-2484.

EXERCISE FACILITIES

Students, staff, and faculty, whether full- or part-time have free access to various Wellness Centers at different campuses. Broward College's Wellness Centers encourage physical health and well being by providing the facilities to everyone free of charge. We have a large variety of free weights, machines and cardio equipment.

In order to gain access to the gym, you will need to bring all three of the following items with you: BC Student ID card, towel, and workout clothes. All gyms are closed Saturdays and Sundays and may have different hours for the summer. Contact the wellness center on your campus to check the schedule.

LOCATIONS AND HOURS:

North Campus: Bldg. 60

Mon to Thurs : 8 am - 8 pm

Friday : 8 am - 6 pm

Central Campus: Bldg. 11

Mon to Thurs : 8 am - 8 pm

Friday : 8 am - 6 pm

South Campus: Bldg 65

Mon & Wed : 12:30 pm - 4 pm

Tues & Thurs : 1:30 pm - 5 pm

Friday : 9 am - 3 pm

WATER SPORTS

TIGERTAIL LAKE CENTER

Tigertail Lake Center is a student center that has many programs and trips available for students and staff. Some of these programs include: sailing, windsurfing, scuba diving, and canoeing/kayaking; trips to destinations such as the Florida Keys and the Ocala National Forest in Central Florida; open climb, and the ropes challenge course. For more information, stop by any Student Life office for a Tigertail schedule, call 954-201-4500, or visit us on the web at www.broward.edu/watersports/ to check out our monthly calendar for all of our events, dates, and times. Tigertail is located at 580 Gulfstream Way, Dania Beach, FL 33004.

INTERCOLLEGIATE ATHLETICS

BC Intercollegiate Athletics is home to six team sports sanctioned by the National Junior College Athletics Association (NJCAA). BC competes on a state and national level:

Men's & Women's Basketball - Central Campus

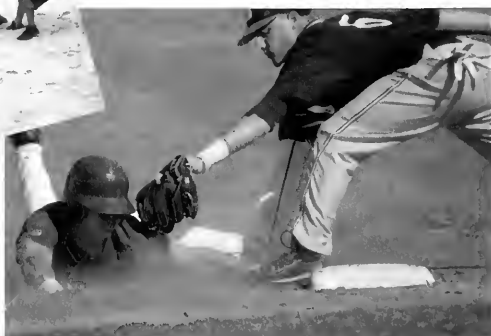
Women's Softball - South Campus

Women's Volleyball - Central Campus

Women's Tennis - Central Campus

Men's Baseball - Central Campus (2006 Florida State Champions)

For a complete athletic schedule, go to www.broward.edu/athletics/.



CLASS SCHEDULE

FALL

Course / Class Number : _____

Day / Time : _____

Location / Instructor: _____

Phone / Office Hours: _____

Course / Class Number : _____

Day / Time : _____

Location / Instructor: _____

Phone / Office Hours: _____

Course / Class Number : _____

Day / Time : _____

Location / Instructor: _____

Phone / Office Hours: _____

Course / Class Number : _____

Day / Time : _____

Location / Instructor: _____

Phone / Office Hours: _____

SPRING

Course / Class Number : _____

Day / Time : _____

Location / Instructor: _____

Phone / Office Hours: _____

Course / Class Number : _____

Day / Time : _____

Location / Instructor: _____

Phone / Office Hours: _____

Course / Class Number : _____

Day / Time : _____

Location / Instructor: _____

Phone / Office Hours: _____

Course / Class Number : _____

Day / Time : _____

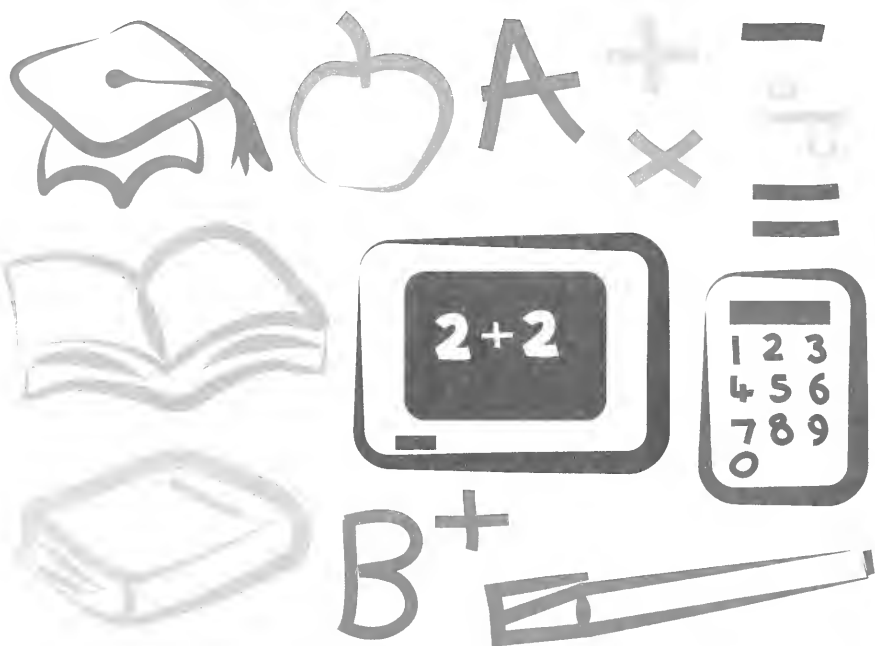
Location / Instructor: _____

Phone / Office Hours: _____

FINISH WHAT YOU START

STEP

SIX



MAINTAIN YOUR

GPA!

MAINTAIN YOUR GPA

Letting your GPA drop could produce some unwanted consequences. Here's why:

SATISFACTORY ACADEMIC PROGRESS

Federal regulations require that every institution participating in Student Financial Assistance (SFA) programs monitor recipients to ensure that they are meeting satisfactory academic progress standards. SFA programs at Broward College include Federal Pell grant, Federal Supplemental Educational Opportunity grant, Federal Work Study, Florida Student Assistance grant, Academic Competitiveness grant, Federal Subsidized Stafford and Unsubsidized Stafford loans and Federal PLUS loans. The standards must include a qualitative measure (such as the cumulative grade point average) and a quantitative measure (such as a maximum time frame for completion of the student's progress).

THE FOLLOWING CHARTS REPRESENTS BC'S SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR FINANCIAL AID STUDENTS:

ASSOCIATES

<i>Attempted Credit Hours</i>	<i>Grade Point Average (GPA) / Completion Rate</i>	<i>Financial Aid Status</i>
1 – 30	Less than 2.0 or less than 67% completion rate	Warning – eligible to receive financial aid but in danger of losing eligibility
31 or more	Less than 2.0 or less than 67% completion rate	Not eligible
150% of program hours	N/A	Not eligible
Suspension	N/A	Not eligible

BACHELORS

<i>Attempted Credit Hours</i>	<i>Grade Point Average (GPA) / Completion Rate</i>	<i>Financial Aid Status</i>
60 – 90	Less than 2.0 or less than 67% completion rate	Warning – eligible to receive financial aid but in danger of losing eligibility
91 or more	Less than 2.0 or less than 67% completion rate	Not eligible
150% of program hours (180 hours)	N/A	Not eligible
Suspension	N/A	Not eligible

IMPORTANT POLICIES AND PROCEDURES

STUDENT RIGHTS AND RESPONSIBILITIES

BC reserves the right to amend policies and procedures at any time. For the most current version of the following policies, please check online at www.broward.edu/PolicyAndProcedure/

ACCESSING ONLINE POLICIES

The policies contained in the handbook are accurate as of the date of publication. For the most official up-to-date policies and procedures, please see the BC web site. To access the full BC policies online, go to the BC homepage at www.broward.edu/policyandprocedure/.

STUDENT CODE OF CONDUCT

Student Code of Conduct (BC Policy 6Hx2-5.02)

The Student Code of Conduct outlines acceptable and unacceptable behavior for BC students as well as appropriate disciplinary procedures and sanctions:

Upon admission to Broward College (the "College"), students and student organizations agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students must observe local, state, and federal laws as well as the academic and behavioral regulations found in the Broward Community College Student Handbook, the College Catalog, other official publications, and the College web site at <http://www.broward.edu/>. This Policy shall prevail in instances where there outdated versions of the Student Code of Conduct are printed in other College publications.

The following behaviors are prohibited by students and student organizations at any College location or at any College-sponsored activity. Other behaviors not on this list which adversely impact the College community will also be considered violations of the Student Code of Conduct:

1. Abusive Conduct
2. Bribery
3. Discrimination as defined in College Policy 6Hx2-5.22
4. Dishonesty, including but not limited to the following:
 - a) Cheating, plagiarism, or other forms of academic dishonesty
 - b) Furnishing false information, making false accusations, or misrepresentation of oneself or others to any College official, such as faculty, staff or administrators, or falsely contracting in the name of the College or representing oneself as an agent of the College
 - c) Forgery, alteration, or the misuse of any College document, record, or instrument of identification
 - d) Tampering with the election of any recognized College student organization
 - e) Violation of copyright as defined in College Policy 6Hx2.8.05
5. Disorderly Conduct
6. Disruption of the Educational Environment
7. Hazing as defined in Florida State Statute, Chapter 1006.63
8. Miscellaneous - Any behavior that the College deems inappropriate and detrimental to the aims and purposes of the institution
9. Misuse of College Identification as defined in College Policy 6Hx2.5.24
10. Non-Compliance With the Directions of College Personnel or Law Enforcement Officers Acting in the Performance of Their Duties and/or Failure to Identify Oneself to these Persons When Requested to do so

11. Non-compliance With the Student Discipline System, including but not limited to:
 - a) Failure to appear before the chief student affairs officer, Hearing Officer, Student Conduct Committee, or other College officials when requested to do so
 - b) Falsification, distortion, or misrepresentation of information before a Student Conduct Committee
 - c) Disruption or interference with the orderly conduct of a Student Conduct Hearing
 - d) Knowingly making false accusations of student misconduct without cause
 - e) Attempting to discourage an individual's proper participation in, or use of, the student discipline system
 - f) Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct Hearing
 - g) Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and/or after a Student Conduct Hearing
 - h) Failure to comply with the sanction(s) imposed under the Student Code
 - i) Influencing or attempting to influence another person to commit an abuse of the student discipline system
12. Obstruction of Pedestrian or Vehicular Movement
13. Public Intoxication
14. Smoking in Non-Designated Areas
15. Sexual Battery/Assault as defined in College Policy 6Hx2-5.20
16. Sexual Harassment as defined in College Policy 6Hx2-5.20
17. Student Organization Misconduct - Student organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization and any of the following conditions apply:
 - a) The offense occurred at an event that was sanctioned by an officer of the organization.
 - b) Organizational funds are used to finance the activity
 - c) The event where the offense occurred is substantially supported by the organization's membership
 - d) Members with knowledge of the forthcoming violation did not attempt to prevent the infraction
 - e) The organization fails to report or chooses to protect the individual(s) alleged to have committed the offense
18. Theft or Damage, or Attempted Theft or Damage, to a Person's or the College's Property
19. Unauthorized Computer Usage as Defined in College Policies 6Hx2-8.01, 6Hx2-8.03
20. Unauthorized Demonstration - participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular
21. Unauthorized Possession, Duplication, or Use of Keys to Any College Facility
22. Unauthorized Possession, Use, or Distribution of Controlled Substances or Alcohol
23. Unauthorized Recording - Students may not make an audio or video recording of an instructor or speaker's seminar, lecture, tutorial or other instructional setting without prior consent from the instructor or speaker. However, if such recording is an accommodation in accordance with the Americans with Disabilities Act, prior notification is required, rather than consent. Students may not make an audio or video recording of in-person conversations without prior consent of all parties.
24. Unauthorized use of college property or facilities
25. Violation of Law and College Discipline - Students may be subject to discipline per the Student Code of Conduct for violations of law that occur on College premises or at any College-sponsored activity, and for violations of law that do not occur on College Premises or at College-Sponsored Activities:
 - a) If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community and/or which could disrupt the educational mission of the College.
 - b) College disciplinary proceedings may be instituted against a student charged with violation of

a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

c) When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Committee under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community.

d) The College will cooperate fully with law enforcement and other agencies in enforcing the law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

26. Violation of Published College Policies/Procedures, Rules or Regulations.

27. Weapons and Dangerous Materials - Possession of firearms, dangerous chemicals and/or other weapons not deemed necessary for College purposes is forbidden at any College location or at any College-sponsored activity, including in the parking area for the college or the activity. This specifically revokes an individual's right to carry a licensed firearm at any College location or at any College-sponsored activity; additionally, this specifically revokes an individual's right to store a firearm in a vehicle at any College location or at any College-sponsored activity. Law enforcement personnel authorized to possess a firearm in the discharge of their duties are exempt from this policy. Authorized personnel with a specific educational purpose are exempt, but only to the specific limits outlined in their authorization. When individuals are observed with a firearm on campus, Broward College officials have the right to make reasonable inquiries to confirm that the firearm is being legally carried or stored as permitted by Florida Statute and BC Policy.

THE POLICY AND THE FACULTY AND STAFF

Faculty and staff are responsible for notifying the chief student affairs officer on the campus about possible violations of the Student Code of Conduct.

IMPLEMENTATION AND OVERSIGHT

The chief student affairs officer or designee on the campus/center where the infraction is alleged to have occurred, in consultation with the Vice President for Student Affairs and Enrollment Management, is responsible for the implementation and oversight of policy compliance. Students wishing to grieve a decision may appeal in accordance with the provisions of the Student Code of Conduct Procedure, BC Procedure A6Hx2-5.02.

VIOLATION OF POLICY

The College retains the right to discipline students and student organizations up to dismissal from the College, for violation of this policy.

Students who are also employees of the College, who are found to have violated the Student Code of Conduct, may also be subject to disciplinary action as employees up to and including termination of their employment from the College. Any such instances will be investigated by the Vice President of Human Resources or his/her designee. Additionally, employees of the College who are also students, and who are subject to disciplinary action in their role as employees, may also be subject to disciplinary action through the Student Code of Conduct.

Breaches of the College's policies pertaining to academic dishonesty may result in academic penalties and/or disciplinary action at the discretion of the instructor. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for the course. Additionally, the student may be referred to the chief student affairs officer of the campus/center for violations of the Student Code of Conduct.

The College maintains partnerships with external institutions including but not limited to educational

institutions, libraries, and health services providers. A student who violates the rules of a College partner is also subject to BC Policy, including the College Student Code of Conduct. Additionally, a student who violates the College Student Code of Conduct may also be found to have violated the rules of a College partner.

College sponsored programs or sanctioned events may have their own rules and disciplinary procedures that would be applicable in addition to the Student Code of Conduct, such as the Institute of Public Safety, Aviation Institute, etc.

DEFINITIONS

Abusive Conduct - physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the physical or emotional health or safety of any person

Bribery - offering, soliciting, receiving, or giving money or any item or service to a College employee for the purpose of attempting to obtain assistance, priority consideration, or any benefit that would not have otherwise been provided

Cheating - includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor; and looking at text, notes or another student's paper during an examination when not permitted to do so. Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. Including, but not limited to, giving a student answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student

Code of Conduct - a set of conventional principles and expectations that are considered binding on any student at the College

Controlled Substance – all illegal drugs and prescription drugs taken without a physician's order

Disorderly Conduct - conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by the College

Disruption - disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises

Plagiarism - includes but is not limited to, an attempt by a student to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published; quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work; and handling in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with this policy

Student Organization - a student group that has registered with a campus/center student life office in accordance with the provisions of this policy and procedure

Students who violate the Student Code of Conduct may be sanctioned in accordance with the procedures outlined, which can be found at www.broward.edu/PolicyAndProcedure/

DISMISSAL OF DISRUPTIVE STUDENTS

Broward College Policy 6Hx2-5.19

The Disruptive Student Policy protects students, faculty and staff from any disruptive behavior of students:

Students who cannot conform to the standards of appropriate behavior as set forth in Broward College Policy 6Hx2-5.19, Student Code of Conduct, shall not be permitted to interfere with other students' access to a college education. Broward College students are subject to federal and state law, county and municipal ordinances, and all policies and procedures of the Board of Trustees. Violation of these policies may result in appropriate action by College authorities. The campus Deans of Student Affairs are authorized to recommend to the Vice President for Student Affairs the suspension or expulsion of students based on disruptive behavior. For students who exhibit disruptive behavior serious enough to merit disciplinary action, the College may refer the students for appropriate psychological/psychiatric evaluation.

For more detailed information about Dismissal of Disruptive Students Policy and Procedure (BC Policy 6Hx2-5.19) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol519.pdf>.

UNLAWFUL SEXUAL HARASSMENT/BATTERY/ASSAULT

Unlawful Sexual Harassment /Battery/Assault Policy (BC Policy 6Hx5.20)

The Unlawful Sexual Harassment/Battery/Assault policy protects against and deals with sexual harassment:

The College intends to protect all students from sexual harassment. In this policy, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which (1) makes submissions to or rejection of such conduct either an explicit or implicit basis for admissions and/or academic decisions affecting the individual or (2) unreasonably interferes with the individual's education or academic performance by creating an intimidating, hostile, or offensive environment.

For more detailed information about Unlawful Sexual Harassment/Battery/Assault Policy and Procedure (BC Policy 6Hx2-5.20) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol520.pdf>.

UNLAWFUL DISCRIMINATION, HARASSMENT, AND RETALIATION

Unlawful Discrimination, Harassment, and Retaliation Policy for Students (BC Policy 6Hx2-5.22)

The Unlawful Discrimination, Harassment, and Retaliation Policy for Students was developed to uphold laws protecting students against discrimination of all types:

Broward College recognizes its obligation to work towards a community in which diversity is valued and equal access to educational opportunities are provided free from discrimination, and unlawful harassment and retaliation in accordance with federal, state and local laws. The Campus Provost/Center Director, working in close consultation with the Vice President for Student Affairs and Enrollment Management, and the Equity Office in Human Resources shall investigate formal and informal complaints according to the College policies and procedures.

For more detailed information about Unlawful Discrimination, Harassment, and Retaliation Policy and Procedure (BC Policy 6Hx2-5.22) go to <http://www.broward.edu/PolicyAndProcedure/>

and Procedure (BC Policy 6Hx2-5.22) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol522.pdf>.

COMPLAINT PROCESS FOR STUDENTS FOR NON-INSTRUCTIONAL ISSUES

Complaint Process (BC Policy 6Hx2-5.23)

The Complaint Policy facilitates resolution of conflicts between students, faculty and staff:

Broward College encourages a fair review of student non-instructional complaints. The policy supports the College mission to empower students with the critical thinking and problem-solving skills, global perspective, clarified values, and creativity that will enable them to make moral choices and ethical decisions in all aspects of their lives.

For more detailed information about Complaint Process for Students for Non-Instructional Issues Policy and Procedure (BC Policy 6Hx2-5.23) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol523.pdf>.

HIV/AIDS

HIV/AIDS (BC Policy 6Hx2-5.16)

The HIV/AIDS policy assures compliance with the Americans with Disabilities Act of 1990:

The Americans with Disabilities Act of 1990, Section #504 of the Federal Rehabilitation Act of 1973, and the Florida Educational Equity Act prohibit discrimination against persons with disabilities. Any student with HIV or AIDS may seek assistance from any Campus Disability Services Office. The following policy has been enacted pursuant to Florida Statutes 240.3191, 240.3192, and 240.3193. In recognition of human immunodeficiency virus (HIV) infection and acquired immune deficiency syndrome (AIDS), the campus Student Life offices will coordinate a program consisting of education, prevention, activities, and counseling services. No student will be denied admission to the College on the basis that he/she has HIV.

For more detailed information about HIV/AIDS Policy and Procedure (BC Policy 6Hx2-5.16) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/Pol516.pdf>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

FERPA AND THE DEPENDENT STUDENT

Even after a student has become an eligible student at age 18, an educational agency or institution may disclose education records to the student's parents, without the consent of eligible students, if the student is a dependent for Federal income tax purposes. Section 99.31 (a)(8) permits an educational

agency or institution to disclose education records, without consent, to either parent if at least one of the parents has claimed the student as a dependent on the parent's most recent tax return.

Institutions must first determine that a parent has claimed the student as a dependent on the parent's Federal income tax return. Institutions can determine that a parent claimed a student as a dependent by asking the parent to submit a copy of the parent's most recent Federal tax return. Institutions can also rely on a student's assertion that he or she is not a dependent unless the parent provides contrary evidence. Under § 99.31(a)(15) written consent is not required, regardless of dependency status, to disclose to a parent of a student at an institution of postsecondary education information regarding a student's violation of any Federal, State or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the institution determines that the student has committed a disciplinary violation with respect to that use or possession and the student is under 21 at the time of the disclosure to the parent.

RIGHT TO INSPECT AND CORRECT RECORDS

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are required to comply with such requests within 45 days, and are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

DISCLOSURE OF INFORMATION

Schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies as explained below; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

HEALTH AND SAFETY EMERGENCY

Section 99.31(a)(10) provides that an educational agency or institution may disclose personally identifiable information from education records without consent if the disclosure is in connection with a health and safety emergency under the conditions described in § 99.36. Section 99.36 provides and educational institution may disclose personally identifiable information from an educational record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. If the educational agency or institution determines that there is an articulable and significant threat to the health and safety of a

student or other individuals, it may disclose information from the education records to any person who knowledge of the information is necessary to protect the health and safety of the student or other individuals. The Department of Education will not substitute its judgment for that of the educational agency or institution in evaluating the circumstances and making its determination.

DIRECTORY INFORMATION

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school. BC notifies its students in the fall of each year in the student and local newspaper, as well as in the annual printing of the student handbook and in General Academic Information of the College catalog.

Broward College maintains and reserves the right to release the following directory information without the student's consent (1) name, (2) enrollment status, (3) degrees and awards received, and (4) statistics pertaining to a student's participation in officially recognized sports and activities. If a student does not wish for any directory information to be disclosed, he/she should contact the campus Registration Office.

The College uses outside contractors, consultants, affiliates, etc. as school officials in an effort to provide certain institutional services and functions and may disclose certain information in the students' education records that may be pertinent to providing these services.

The College reserves the right to deny access to directory information when such action is deemed necessary to protect the rights of the student.

FEDERAL COMPLIANCE INFORMATION

For additional information or to file a complaint, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact the Family Policy Compliance Officer at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

ADA COMPLIANCE

Informal and formal complaints regarding the academic treatment of students with disabilities will be referred to the campus Office of Disability Services to assure that Disability Services Grievance Procedures have been exhausted. If those procedures have been exhausted without a resolution agreeable to the student, that student may contact the College's ADA Coordinator, Marcia Conliffe at 201-7634, or e-mail mconliff@broward.edu, or 225 E. Las Olas Blvd. Rm. 125C, Ft. Lauderdale, FL 33301.

EQUITY COORDINATOR

The Equity Coordinator is designated through state statute and monitors compliance with civil rights protections. The Equity Coordinator for Broward College is the Vice President for Human Resources and Equity. Questions pertaining to educational equity, equal opportunity or equal access should be addressed to Edna Chun at 201-7693, or e-mail echun@broward.edu, or 225 East Las Olas Blvd., Ft. Lauderdale, FL 33301.

STUDENTS RIGHT TO KNOW

The College is providing the following statistics regarding campus crime as mandated by the Florida Right To Know Act. During 2008, the following criminal offenses occurred on BC's campuses:

Aggravated Assault/ Stalking - 4
Burglary/Breaking & Entering - 72
Homicide Offenses - 0
Motor Vehicle Theft - 11
Robbery - 4
Sex Offenses, Forcible - 1
Liquor Violation Arrests - 0
Drug Abuse Violation Arrests - 0
Weapons Violation Arrests - 0

COMPUTER USAGE

College Network and Software Usage BC Policy 6Hx2-8.01)

The College Network and Software Usage policy protects against unlawful use of BC computers:

BC provides all of its students with College Network and Internet access so that they can obtain up-to-date information useful for their advancement in academics. Inappropriate College Network and Internet usage will result in the loss of network access and possible disciplinary actions. With the exception of academic reasons, BC prohibits students from using the Internet to intentionally visit sites that are pornographic, sexually explicit, racially or ethnically biased or harassing or offensive in any way, either in graphic or text form. BC reserves the right to monitor any and all network activities including Internet access.

Only authorized BC employees or vendors will install software on College computers. Computers and hardware devices that are designated as part of a curriculum may be modified by students enrolled in the associated courses as required by the curriculum.

For more detailed information about Computer Usage Policy and Procedure (BC Policy B6Hx2-8.01) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/pol801.pdf>.

E-MAIL USAGE

College Communication Via E-mail (BC Policy 6Hx2-8.03)

The College Communication to Students Via E-mail protects against inappropriate use of the e-mail system:

The College has a right to send communications to students via their assigned College e-mail address and the right to expect that those communications will be received and read in a timely fashion.

Inappropriate use of the e-mail system may result in immediate loss of e-mail privileges and possible disciplinary actions. Students are expected to regularly check their BC e-mail account to ensure they are kept up-to-date on official college correspondence. Students shall not use e-mail to transmit messages that contain remarks, images, or content that can be considered defamatory, offensive, harassing, disruptive, derogatory, racial, or ethnic slurs or pornographic comments or images or to transmit chain letters. Student e-mail is deleted only when the student has not registered for any classes for two consecutive major semesters (i.e., fall and winter).

For more detailed information about E-mail Usage Policy and Procedure (BC Policy B6Hx2-8.03) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/pol803.pdf>.

How to activate your BC e-mail address:

Only current students will be provided with a BC e-mail account.

Log onto my BC/SOS at www.broward.edu

1. Enter Login ID
2. Enter PIN
3. Select Personal tab
4. Select Student e-mail tab
5. Student must read the BC Student Computer Fair Use Guidelines and Agreement and accept the terms

COPYRIGHT COMPLIANCE

College Copyright Policy (BC Policy 6Hx2-8.05)

The College Copyright Policy provides information to ensure students at BC comply with all laws regarding copyright, and to act in good faith when using copyrighted materials to support education and research activities:

All BC students are expected to have a basic understanding of copyright law and to adhere to all laws regarding Copyright, Fair Use, and the Digital Millennium Copyright Act, and to act in good faith when using copyrighted materials to support their educational and research activities. Copyrighted material includes text, music, videos, games, movies, and software.

For more detailed information about Copyright Compliance Policy and Procedure (BC Policy B6Hx2-8.05) go to <http://www.broward.edu/PolicyAndProcedure/PolicyAndProcedure/SupportingContent/pol805.pdf>.



PAYMENT AND REFUND OF STUDENT FEES

PARKING AND TRANSPORTATION ACCESS FEE

All students, with the exception of the following, will be assessed a parking and transportation access fee as part of their schedule which will allow them to receive a parking sticker for use at any BC campus or center for the term paid. The exceptions include:

- Students who receive the following 100% fee exemptions (Foster Child, High School Dual enrollee, Early Admission, Child of Deceased Fire Fighter, Homeless, India Program, Singapore Program, Child of Deceased Law Enforcement Personnel). These students are eligible to receive a parking sticker
- Students who only attend the Weston, Pines or Miramar Centers
- Institute of Public Safety Trust Fund Students
- Continuing Education (non-credit) WHC students (pay at the city garage kiosk)
- Health Science students who receive their training at a hospital

If you can demonstrate that you do not use Broward College facilities at any campus or center, and you do not fall into any of the categories above, you can submit a Parking and Transportation Access Fee Appeals Form to any campus Safety Office. Your appeal form will be reviewed and, if approved, entered into the system and the parking and transportation access fee will not be reflected in your registration fees and you will not be eligible for a parking sticker. The deadline for submitting the appeal form is the last day for a 100% refund date. If you have any questions, please call your campus Safety Office.

CASHIER'S OFFICE AND FINANCIAL SERVICES VIA THE WEB

Students may pay tuition and fees and obtain financial information from either a campus Cashier's Office or the Broward College website at www.broward.edu, under PAYMENT, students may access the following options:

- Pay by credit card
- View instructions to pay by mail
- View tuition and fees for a specific term including the fee payment due date
- View and print 1098T tax information including duplicate forms for current and prior years and answers to frequently asked questions
- View and change 1098T tax form delivery method
- View and accept Florida Prepaid College Program coverage
- View and print copies of payment receipts
- View pending and issued refunds
- View tuition and payment details for a specific term
- View financial aid awards, disbursements, and how the award was applied to tuition, fees, books, and outstanding debt payments for a specific term

Fees must be paid by the assigned fee payment due date. At the time of class payment, the student will be required to pay all obligations such as library fines and parking fines or receivables in full.

Payment can be made with cash, credit card (VISA, MasterCard, Discover, and American Express), debit card, and check or money order payable to Broward College.

There are three ways to remit payment:

- By credit card on the web
- By check or money order mailed to the Willis Holcombe Center Cashier's Office (see check

information below)

- By cash, check, money order, debit card or credit card in person at a campus Cashier's Office.
The authorized user must be present for credit card and debit card payments

Detailed payment instructions are provided in the Schedule of Classes and on BC's home page at www.broward.edu.

Checks and money orders for payment of student fees must be made payable to Broward College and include the student's identification number. Check payments made in person through a Cashier's Office will be converted to ACH transactions. Checks and money orders must be drawn on a U.S. bank, in U.S. (\$) dollars. Payments in non-U.S. funds or drawn on non-U.S. banks will be returned unprocessed. Counter (starter) checks are not accepted.

Checks and money orders may be mailed to:

Broward College
Willis Holcombe Center
Cashier's Office Bldg. 33, Room 108
225 E Las Olas Blvd
Fort Lauderdale, FL 33301

To read the complete student fees, charges and refunds policy (Policy 6x2-6.13), acceptance of credit card payment policy (Policy 6x2-6.28), and collection of funds owed to the college policy (Policy 6x2-6.16), visit www.broward.edu/polprocman. Additional information may also be available in the college catalog.

Students are required to maintain current address information with the College. Address information can be updated via the web or at your campus Admission's Office.

For office hours and additional information, contact your campus Cashier's Office at:

Central Campus	954-201-6545
North Campus	954-201-2210
South Campus	954-201-8830
Willis Holcombe Center	954-201-7508
Pines Center	954-201-3607

PAYMENT OF STUDENT ACCOUNTS DUE TO THE COLLEGE

In accordance with Florida Statute 1010.03 the College is authorized to restrict the release of transcripts, the awarding of diplomas and access to other resources and services of the College.

When a receivable balance or obligation balance is due a financial hold is immediately generated on the student or individual. This financial hold may prevent the release of transcripts, enrollment certificates, and block further class registration. The financial hold will remain until all debt is paid in full. If an account is sent to a collection agency the debtor is responsible for all collection costs associated with the debt.

RETURNED CHECK POLICY

A returned check is a check that is not honored when presented for payment and is returned to the College by the drawer for insufficient funds, closed account or any other reason. The College does not redeposit paper checks. Check payments converted to ACH are redeposited and the maker of the check may incur additional fees associated with the redeposit. The check is returned to the Credit and Collections department for collection.

In accordance with Florida Statute 832.07 the College is authorized to bill the individual for the original amount of the check in addition to a check fine and bank fee. If the account is sent to a collection agency, the individual will be responsible for all collection costs. In the event of legal action for recovery, the maker or drawer may be additionally liable for court costs and reasonable attorney fees as prescribed by law.

CREDIT CARD CHARGEBACK POLICY

Dishonored credit card payments for tuition and fees or bookstore purchases will result in the student or individual being obligated and billed for all fees due. The student will be blocked from making future payments by credit card when chargebacks occur.

REFUNDS OF STUDENT FEES

A one hundred percent (100%) refund of tuition and out-of-state fees and all other special fees categorized as refundable shall be made when official drop notification is received and approved prior to the end of the College's published drop/add period for those courses that are 8 weeks or longer. For courses less than 8 weeks in length, the last day to drop and receive a full refund will be the same as the continuing education course refund procedure described below.

Fees categorized as refundable are tuition, out-of-state fees, other fees (financial aid fee, capital improvement fee, student activity, service fee and technology fee) and laboratory fees or special fees associated with a class. Refer to policy 6x2-6.13 for additional student fee information.

Refunds will be processed approximately two weeks after the final drop/add date for each session through an automated process. Students do not have to contact the Cashier's Office to receive their refund. It is the responsibility of the student to drop classes on the Web or through the Registration Office within the 100% refund period.

The refund may be issued in the form of a check or credit card refund depending on how the schedule was paid. A schedule that was paid with cash, check, money order or debit card will be refunded in the form of a check. A schedule that was paid with a credit card will be refunded to the credit card. Those students whose classes were paid with financial aid may receive a check pending a review of the student's continued eligibility after the drop of classes by the Office of Student Financial Services. Any outstanding debt owed by the student will be paid prior to the student receiving a class refund.

Refunds for Continuing Education Courses - A 100% refund for continuing education courses shall occur up to the date of the first class for those classes meeting only once. A 100% refund for continuing education courses may occur up to the second class period for those classes meeting more than once.

Refunds Due to Extenuating Circumstances - When a student is required to withdraw from all courses because of documented circumstances determined by the College to be exceptional and beyond the control of the student, and the student's petition is received by the College after the official drop period but prior to the withdrawal date of the subsequent major term, a 100% refund may be approved. Such circumstances may include, but are not limited to, serious illness, involuntary call to active military duty, and other emergency circumstances or extraordinary situations. The Campus Provost may consider petitions for refunds outside the specified time frames.

Students have the responsibility to learn and comply with prerequisites and co-requisites of courses for which they register. Refunds will not be given when students are not in compliance and do not drop such courses by the College's official drop period.

The Federal Return of Title IV Funds policy applies to any student who has withdrawn from all BC

classes in a term for which he/she is receiving any form of Title IV aid (Pell Grant, Supplemental Grant, Stafford Subsidized and Unsubsidized Loans).

The Office of Student Financial Services will use the Federal Title IV formula to determine the percentage of funds that were "earned" for the portion of the term enrolled. If a student has received more aid than he or she is entitled to, based on the date of withdrawal of classes, federal law requires that the student must repay the College within 45 days of notification or lose eligibility for future federal aid payments. For copies of the complete policy on the Return of Title IV aid, please go to your campus Student Financial Services Office.

FLORIDA RESIDENCY FOR TUITION PURPOSES

Florida statute allows U.S. citizens and lawful permanent residents to be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant's parent/legal guardian has been a legal resident of the State for at least 12 months preceding the first day of classes of the term for which Florida residency is sought.

The required 12 month qualifying period is for the purpose of maintaining a bonafide domicile rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education. Documentation is required to support the residency claim.

Residency requirements are subject to change pending decisions of the Florida legislature.



ACADEMIC POLICIES

BC reserves the right to amend policies and procedures at any time. For the most current version of the following policies, please check online at www.broward.edu/PolicyAndProcedure/

COLLEGE TRANSFER GUARANTEE

The College Transfer Guarantee assures that students with an Associate in Arts degree are guaranteed specific transfer rights to other state colleges and universities:

Students who graduate from Florida colleges with an AA degree are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

Admission to one of the eleven state universities, except to limited access programs.

Acceptance of at least 60 semester hours by the state universities.

Adherence to the university requirements and policies, based on the catalog in effect at the time the student first enters a college, provided the student maintains continuous enrollment.

Transfer of equivalent courses under the Statewide Course Numbering System.

Acceptance by the state universities of credits earned in accelerated programs (e.g., CLEP, AP, Dual Enrollment, Early Admission, International Baccalaureate, and AICE).

No additional General Education Core requirements.

Advance knowledge of selection criteria for limited access programs.

Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right to appeal in writing to the Vice President for Student Affairs at BC. Each state university and college shall make available established appeal procedures through the respective articulation officers.

CLASS ATTENDANCE POLICY

Class attendance policy (BC Policy 6Hx2-4.18)

The Class Attendance Policy outlines rules for class attendance:

It is a student's responsibility to attend classes to ensure they are properly enrolled. Starting fall 2007, faculty will report student non-attendance. If they stop attending class prior to the withdrawal date, they will be administratively withdrawn from class and receive a W or, if it is their third attempt, an F. If a student stops attending class after the withdrawal date, they will receive a WF that will then be computed as an F in their GPA. For financial aid and veteran benefit recipients, this will affect the amount of the award. For international students, this will affect their full-time F-1 status requirement. For further information, visit www.broward.edu/sfs or call 201-7623.

The College believes that class attendance plays a major role in the teaching/learning process and, therefore, expects students to attend classes regularly and on time. Exceptions to this policy are set forth below.

FACULTY RESPONSIBILITIES

It is the responsibility of each faculty member to formulate an attendance policy for the courses he/she teaches and to ensure that this policy is communicated in writing in the course syllabus within the first week of class meetings. Members of the College's staff are expected to exercise good judgment in the formulation, implementation, and application of their policies.

Non-Class Days

Should unanticipated circumstances that are beyond anyone's control or when concerns are raised about the safety and/or security of the students, faculty, staff, and/or the facilities, the President or his/her designee has the authority to close a campus or the College. For purposes of grading and

attendance policies, the day(s) during which the campus/College is closed shall be considered a non-class day(s). When this occurs, each faculty member shall determine how best to make up the lost class time.

NON-PENALIZED ABSENCES

There shall be no penalty for a student who is absent from academic activities because of religious holy day observances in his/her own faith, the student's serious illness, a death in the immediate family, or attendance to statutory governmental responsibilities.

STUDENT RESPONSIBILITIES RELATIVE TO NON-PENALIZED ABSENCES

A student shall notify instructors in advance of absence(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences when practicable under the circumstances. "Death in the immediate family" shall be interpreted to mean mother, father, spouse, child, brother, sister, grandparents, or grandchildren. "Statutory governmental responsibilities" refer to such matters as jury duty, subpoena for court appearance, or unplanned military obligation. If a non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence at the next class meeting. Documentation for non-penalized absences shall be presented by the student should the faculty member request it. The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any work or test missed for non-penalized absences.

EXTENUATING CIRCUMSTANCES

Should a student see a difficulty in observing the attendance policy in his/her class, contact shall be made with the faculty member involved within the first week of class to work out an alternate arrangement. If an alternate arrangement cannot be made, then the student may seek an alternate class, where applicable, that accommodates his/her requirements.

EXCESSIVE ABSENCES

Excessive absences from any course, regardless of the reason, may result in withdrawal of the student from the course and/or necessitate that the student repeat the course.

CLASSES WITH SPECIAL INSTRUCTIONAL REQUIREMENTS

Attendance requirements shall conform to applicable accreditation standards, licensure requirements, or other instructional requirements. Although the make up of laboratory or clinical classes may not be possible, non-punitive provisions will be made for absences caused by serious illness, religious observances, or other approved reasons. These provisions may include giving a student a W or I grade.

APPEALS

A student may appeal a Faculty member's attendance policy, or the application thereof, by following the procedure for appeals concerning grades which is set forth in Broward College Policy 6Hx2-4.19, Grades and Grade Appeal Process.

GRADES AND GRADE APPEAL PROCESS

Grades and grade appeal process (BC Policy 6Hx2-4.19)

The Grades and Grades Appeal Process Policy establishes a mechanism for students to challenge a grade:

Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, limits the number of

times a student may attempt a course. An attempt is defined as student enrollment after the 100 percent refund deadline.

TOTAL ATTEMPTS COLLEGE-LEVEL COURSES

A student may have only three attempts per course, including the original grade, repeat grades, withdrawals, and audits declared after the end of the drop/add period. A fourth attempt may be allowed only through a successful petition to the Academic Standards Committee based on major extenuating circumstances. The total attempts limitation, however, does not apply to repeatable courses, such as music, choir, etc., that have been successfully completed and are now being repeated for further skill enhancement; or to courses that are required to be repeated by a regulatory agency; or are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification.

TOTAL ATTEMPTS - COLLEGE-PREPARATORY COURSES

A student may not enroll for more than three attempts in each college-preparatory course. A student who withdraws from a college-preparatory course under major extenuating circumstances may be granted an exception through petition to the Academic Standards Committee. A college preparatory student, who is required to be certified as completing competency-based college preparatory instruction, may not enroll as an audit student.

FACULTY GRADING POLICY

Each Faculty member shall communicate in writing in clear detail his/her grading policy within the first week of class meetings of each course. The policy shall be included in the syllabus for the course. The elements to be considered in calculating the student's course grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade shall be stated. Any appeal on the grade shall be considered against the background and the standard as set forth in the Faculty member's grading policy.

FINAL GRADES AND RECORDS

Final grades for each term are recorded and preserved. Reports are submitted to students at the close of term. Grade point averages for graduation and honors are calculated only on college level academic work and include all work attempted at all colleges.

The following grades are used to calculate the grade point average:

Grades		Points
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0

The following grades, however, do not affect the grade point average:

Grades		Points
I	Incomplete	0
W	Official Withdrawal	0
X	Audit	0
XW	Audit Withdrawal	0
NG	No Grade Assigned	0
NR	Grade Not Received	0
S	Satisfactory	0
U	Unsatisfactory	0
NC	Non-Credit Course	0

Non-Punitive Grades: Grades which do not affect the grade point average are awarded under the following circumstances.

I Incomplete

An I grade may be given in courses where a student in good standing and with documented extenuating circumstances has not completed the required course work by the end of the term. The student should make arrangements to have the I changed to a final grade by the Instructor (by the agreed upon date) during the next full semester (summer terms are not considered in this time limit). If no change is initiated during the next full term, the I will automatically become an F on the student's permanent record. If the course work is completed, resulting in a passing grade, the student's transcript will be amended and final GPA calculated.

W Official Withdrawal

Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, requires colleges to adhere to the following procedures relating to the awarding of a W for a student withdrawal from a course.

The student may withdraw without academic penalty from any course by the midpoint in the semester. The student will be permitted a maximum of two withdrawals per course.

Upon the third attempt, the student will not be permitted to withdraw and will receive an A, B, C, D, or F grade for that course.

X and XW Audit

A student should indicate the desire to audit a course when registering for the class and cannot change from audit to credit after the drop/add period. Up to the end of the withdrawal period, a student may change to audit with the permission of the Faculty member. A student who audits a course must adhere to attendance requirements of the course and, if the Faculty member desires, in-class requirements. No grade will be assigned and no credit will be awarded; however, an audit will count as an attempt if such enrollment status is declared after the end of the drop/add period. The transcript will indicate a course was audited by listing an X grade, but an XW indicating withdrawal may be given the student at the discretion of a Faculty member for failure to adhere to attendance or in-class requirements of the course. A student may take a course previously audited for credit but may not petition for credit on the basis of the previous audit. The cost for auditing a course is the same as taking it for credit. A department may exclude a course from audit status. College preparatory students, who are required to be certified as completing competency-based college preparatory instruction, may not be enrolled as audit students.

NC Non-Credit Course

The NC is assigned automatically for any zero credit hour course. NC is used for continuing education, economic development, lifelong learning, and other classes for which no credit is awarded.

NG No Grade Assigned

The NG is used to indicate that a student has not satisfied the requirements for a non-credit class. It is also used for certain self-paced courses as well as designated Health Sciences and continuing education classes.

NR No Grade Reported

The NR is assigned by the Registrar's Office in cases where class rolls have not been submitted in time for normal processing of grades.

S and U Satisfactory and Unsatisfactory

The S and U grades are used only for those courses that have received prior approval through the curriculum review process to award the Satisfactory/Unsatisfactory grades.

FORGIVENESS

In accordance with Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, a student who has completed a course and desires to improve his/her grade for that course may repeat

the course only if he/she has earned a D or F grade. The number of repeat attempts is limited to two per course. Repetition of a course removes the previous grade from the student's record only for the purpose of calculating grade point average. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the degree grade point average. The State's Articulation Agreement does not allow courses to be repeated for the purpose of changing a student's grade point average after the associate degree has been awarded.

WITHDRAWAL UNDER EXCEPTIONAL CIRCUMSTANCES

When a student is required to withdraw from a course after the official drop period, but prior to the midterm date, because of circumstances determined by the College to be exceptional and beyond the control of the student, a 100 percent refund may be approved by the Provost of the campus, the Downtown Center Administrator, or the Provost of the Center for Health Sciences Education, where the student is enrolled. Such circumstances may include, but are not limited to, serious illness, involuntary call to active military duty, or other emergency circumstances or extraordinary situations.

GRADE APPEAL PROCESS

The Grade Appeal Processes apply to final course grades and grades received as a result of academic dishonesty. The appeal processes described in Procedure 6Hx2-4.19 provide procedural due process to students.

GROUND FOR USING THE GRADE APPEAL PROCESS

Any appeal of a course grade shall be considered in comparison with the standards in the Faculty member's grading policy. Each Faculty member shall communicate in clear, detailed written form his/her grading policy within the first week of the course. The policy shall be included in the course syllabus. The elements to be considered in calculating the student's grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade shall be stated.

The student's appeal shall be based upon a complaint of inequitable treatment that the student can demonstrate with reasonable evidence. The appeal shall show that the grading policy was misapplied to the student. The appeal shall be based upon the student's claim that academic dishonesty did not occur. The academic sanction imposed by the Faculty member and stipulated in the course syllabus may not be appealed.

Preliminary Action: Resolution with the Faculty Member. If a student thinks that he/she has been unfairly graded in a course, the student should meet or communicate no later than the second week of the next term with the Faculty member in an attempt to settle the disputed grade and avoid the formal Grade Appeal Process. If the student is uncomfortable with approaching the Faculty member, the Associate Dean may arrange the meeting between the student and the Faculty member. Either the Faculty member or the student may request the Associate Dean or other college official to be present. If the resolution results in a grade change, then the Faculty member shall initiate said change no later than five working days of the meeting. Should the Faculty member no longer be in the College's employ and/or be unreachable by any means when the student files a grade appeal, then the student may initiate this process with the Associate Dean.

If the student is dissatisfied with the Faculty member's decision, then the student may begin the three-step Grade Appeal Process as outlined below. The purpose of this process is to determine whether or not the Faculty member followed the College grading policy as specified in the Catalog, in the Broward College Policy Manual, in the Broward College Faculty Staff Handbook, and in the Faculty member's grading policy as transmitted to the student.

At any step, if the student and the Faculty member can resolve the issue, the Appeal Process is concluded. Deviations from the time frames stipulated in the formal Grade Appeal Process must be agreed to by both the student and the Faculty member.

Adjunct faculty may request the assistance of a full-time faculty mentor during the appeal process.

Step 1: Submission of Documents. The student will obtain a Grade Appeal Request Package from the Student Affairs Office or the Associate Dean. In the completion of this package, the student must include all issues and arguments and must attach all pertinent forms, paperwork, and evidence that he/she wishes to be considered in the appeal. The student must make the written appeal as soon after receiving his/her final grades as possible, but no later than within three weeks after the start of the next term. The process begins with the student submitting the Grade Appeal Request Package to the Faculty member via the Associate Dean. In the absence of extraordinary circumstances, failure to complete the Grade Appeal Request Package in the designated time period will end the student's right to appeal. Students taking sequential courses will be allowed to enroll for subsequent classes, but they are cautioned that should they lose their appeal, they will be removed from the classes. All appropriate funds will be refunded to them.

Step 2: Mediation by Associate Dean. The Associate Dean will have five working days to set a date acceptable to all parties for a mediation session. This mediation session shall be within ten working days of the receipt of the Grade Appeal Request Package from the student as a result of Step 1.

If the Instructor is also an Associate Dean, the Dean of Academic Affairs will designate another Associate Dean to conduct the mediation. Following the mediation session, the Associate Dean will reply in writing to the student as to whether the request is either 'granted' or 'denied.' If the Faculty member has declined to change the recorded grade, the Associate Dean will convey the Faculty member's rationale to the student in the formal reply. The student will be afforded five working days to decide if he/she desires to pursue the appeal with the Campus Grade Appeals Committee.

Step 3: A Hearing Before the Campus/Center Grade Appeals Committee. If the student is dissatisfied with the results of the Academic Dean's mediation, he/she may notify the Campus Academic Dean within five working days of the Associate Dean's response from Step 2. The Associate Dean will forward the Grade Appeal Request Package to the Campus Academic Dean/Center administrator. The Campus Academic Dean will submit the Grade Appeal Request Package to the Campus Appeals Committee. The membership of the Campus Grade Appeals Committee will be chosen from a resource pool of faculty, advisors, counselors, and students. The pool will be jointly appointed by the Campus Academic Dean and the Faculty Senate President. The Campus Academic Dean will convene the Committee, which will be comprised of seven members from the pool, and serve as the Chairperson. Faculty will constitute a majority of the Committee. Only one member may be from the affected department. One member will be a student. The remaining members of the Committee will be representative of a cross-section of academic disciplines and student personnel areas.

The Campus Grade Appeals Committee will meet on an as-needed basis. The Committee will have three weeks from the time the Grade Appeal Request Package is received to hold a meeting. The Chairperson of the Committee will notify all affected parties of a hearing date no less than five working days prior to the hearing and will distribute all necessary documentation. The Campus Grade Appeals Committee will review the Grade Appeal Request Package. It will consider whether or not the Faculty member followed the College grading policy as specified in the Catalog, in the Broward College Policy Manual, in the Broward College Faculty/Staff Handbook, and in the course syllabus. The student and Faculty member will be advised of the Campus/Center Grade Appeals Committee's decision by the Academic Dean within five working days of the hearing. The decision of the Campus Grade Appeals Committee will be final and binding, pending a review of the decision and the documentation by the Vice President for Academic Affairs for completeness and consistency.

GRADE APPEAL PROCESS FOR ACADEMIC DISHONESTY

The students, Faculty, administration and staff at Broward College value academic honesty as the foundation of the teaching and learning process and are committed to cultivating an environment

whereby personal and professional responsibility and accountability are central to all operations. Breaches of the College's Student Code of Conduct pertaining to academic dishonesty (A6Hx2-5.02) may result in academic penalties at the discretion of the instructor and referral for disciplinary action through student affairs. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for a particular course. Limited access programs, such as health sciences, may outline in program handbooks the sanctions for academic dishonesty which may include dismissal from the program.

Each Faculty member shall communicate in writing a statement on the consequences of academic dishonesty within the first week of the course. In addition to any academic penalties imposed by the Faculty member, the student may be referred to the chief student affairs officer of the campus/center for violations of the Student Code of Conduct.

Preliminary Action: Resolution with the Faculty Member. If a student thinks that he/she has been unfairly accused of academic dishonesty, the student shall meet or communicate with the Faculty member within five working days of the accusation in an attempt to settle the matter. If the student is uncomfortable with approaching the Faculty member, the Associate Dean may arrange and attend the meeting between the student and the faculty member.

If the resolution cannot be reached between the Faculty member and student, the student may begin the three-step formal Grade Appeal Process for Academic Dishonesty as outlined below. The purpose of this process is to determine whether or not there is sufficient evidence to uphold the student's assertion of innocence.

Should the Faculty member no longer be in the College's employ and/or be unreachable by any means when the student files an appeal, then the student may initiate this process with the Associate Dean. At any step, if the student and the Faculty member agree to a resolution of the issue, the appeal process is concluded. Deviations from the time frames stipulated in the Grade Appeal Process for Academic Dishonesty must be agreed to by both the student and the Faculty member. Adjunct faculty may request the assistance of a full-time Faculty mentor during the appeal process.

Step 1: Submission of Documents. The student will obtain a Grade Appeal for Academic Dishonesty Request Package from the Student Affairs Office or the Associate Dean's Office. In the completion of this package, the student must include all issues and arguments and must attach all pertinent forms, paperwork, and evidence that he/she wishes to be considered in the appeal. The student must make the written appeal no later than five working days after meeting with the Faculty member.

The process begins with the student submitting the Grade Appeal for Academic Dishonesty Request Package to the Faculty member through the Associate Dean. In the absence of extraordinary circumstances, failure to complete the Grade Appeal for Academic Dishonesty Request Package during the designated time period will end the student's right to appeal. Students will be allowed to continue attending the class during the appeal process. Students taking sequential courses will be allowed to enroll for subsequent classes, but they are cautioned that should they lose their appeal, they will be removed from the classes. Any tuition and fees paid for classes from which the student is withdrawn subsequent to this provision will be refunded to them.

Step 2: Mediation by Associate Dean. The Associate Dean will have five working days to set a date acceptable to all parties for a mediation session. The Faculty member will submit in writing all relevant documentation to the Associate Dean prior to the mediation session. This mediation session shall be within ten working days of the receipt of the Grade Appeal for Academic Dishonesty Request Package from the student as a result of Step 1. Following the mediation session, the Associate Dean will submit in writing to the student the outcome of the mediation session. If the Faculty member has declined to rescind the allegation of academic dishonesty, the Associate Dean will convey the Faculty member's rationale to the student in the formal reply. The student will be afforded five working days to decide if he/she desires to pursue the appeal with the Campus Grade Appeals Committee.

Step 3: A Hearing Before the Campus/Center Grade Appeals Committee. If the student is dissatisfied with the results of the Associate Dean's mediation, he/she may notify the Campus Academic Dean within five working days of receiving the Associate Dean's response from Step 2. The Associate Dean will forward the Grade Appeal for Academic Dishonesty Request Package to the Campus Academic Dean. The Campus Academic Dean will submit the Grade Appeal for Academic Dishonesty Request Package to the Campus Grade Appeals Committee.

The membership of the Campus Grade Appeals Committee will be chosen from a resource pool of Faculty, advisors, counselors, and students. The pool will be jointly appointed by the Campus Academic Dean and the Faculty Senate President. The Campus Academic Dean will convene the Committee, which will be comprised of seven members from the pool, and serve as the Chairperson. Faculty will constitute a majority of the Committee. Only one member may be from the affected department. One member will be a student. The remaining members of the Committee will be representative of a cross-section of academic disciplines and student personnel areas.

The Campus Center Grade Appeals Committee will meet on an as-needed basis. The Committee will have ten working days from the time the Grade Appeal for Academic Dishonesty Request Package is received to hold a meeting. The Chairperson of the Committee will notify all affected parties of a hearing date no less than five working days prior to the hearing and will distribute all necessary documentation.

The Campus Grade Appeals Committee will review the Grade Appeal for Academic Dishonesty Request Package and will consider whether or not there is sufficient evidence to support the student's claim of innocence as it relates to academic dishonesty. The student and the Faculty member will be advised in writing of the committee's decision by the Academic Dean within five working days of the hearing. The decision of the Campus Grade Appeals Committee will be final and binding, pending a review of the decision and the documentation by the Vice President for Academic Affairs for completeness and consistency.

RELIGIOUS OBSERVANCES

Religious observances (BC Policy 6Hx2-4.20)

The Religious Observance policy assures the right and freedom of religious choice on campus:

Broward College values the right and freedom of religious choice by all individuals. Accordingly, the College will seek not to schedule major college events, such as major class assignments, major examinations, and official ceremonies, on major religious holidays whenever practicable. Reasonable alternatives shall be provided for students to carry out their responsibilities as students when their religious observance, practice and belief interfere with admission, registration, class attendance, examinations, class work assignments, and participation in official ceremonies. Students may seek redress when they believe they have been unreasonably denied educational benefits because of their religious beliefs or practices by College Policy 6Hx2-4.19, Grades and Grade Appeal Process.

Students shall notify instructors in advance of absences to observe religious holy days in their own faith, and shall be excused from such absences without penalty. However, if non-penalized absences occur on the first day of class, students shall notify their instructors of the reasons for their absences at the next class meeting. Students shall be held responsible for material covered during their absences and shall be granted a reasonable time to make up any work or tests missed for non-penalized absences.

All absences shall be subject to the provisions of Broward College Policy 6Hx2-4.18, Class Attendance.

July - August

2009

26
MONDAY

27
TUESDAY

28
WEDNESDAY

Reminders:

"Age is an issue of mind over matter. If you don't mind, it doesn't matter."
- Mark Twain

29
THURSDAY

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30
FRIDAY

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1/2
SATURDAY/
SUNDAY

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Reminders:

August

2009

3
MONDAY

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4
TUESDAY

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5
WEDNESDAY

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Reminders:

"A picture is a poem without words."
- Horace

6
THURSDAY

☐☐☐☐☐

7
FRIDAY

☐☐☐☐☐

8/9
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

August

2009

10
MONDAY



- ☐
- ☐
- ☐
- ☐
- ☐

11
TUESDAY



- ☐
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- ☐

12
WEDNESDAY



- ☐
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Reminders:

"Experience is a great teacher."
- John Legend

13
THURSDAY

☐☐☐☐☐

14
FRIDAY

☐☐☐☐☐

15/16
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

August

2009

17
MONDAY



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18
TUESDAY



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19
WEDNESDAY



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Reminders:

--

"Life is the art of drawing without an eraser."
- John W. Gardner

20
THURSDAY

☐☐☐☐☐

21
FRIDAY

☐☐☐☐☐

22/23
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

August

2009

24

MONDAY

Sessions I & II
classes begin 8
a.m.

☐☐☐☐☐

25

TUESDAY

☐☐☐☐☐

26

WEDNESDAY

☐☐☐☐☐

Reminders:

"Life must be understood backwards; but... it must be lived forward."
- Soren Kierkegaard

27
THURSDAY

☐☐☐☐☐

28
FRIDAY

Sessions I & II
Weekend College
classes begin

☐☐☐☐☐

29/30
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

August - September

2009

31

MONDAY

Sessions I & II last
day to drop & last
day for 100%
refund

Weekend College

Sessions I & II last
day to drop & last
day for 100%
refund

☐☐☐☐☐

1

TUESDAY

☐☐☐☐☐

2

WEDNESDAY

☐☐☐☐☐

Reminders:

"Nothing is a waste of time if you use the experience wisely."

- Auguste Rodin

3

THURSDAY

☐☐☐☐☐

4

FRIDAY

☐☐☐☐☐

5/6

**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

September

2009

7

MONDAY

Labor Day No
classes day or
evening

☐☐☐☐☐

8

TUESDAY

☐☐☐☐☐

9

WEDNESDAY

Session III classes
begin 8 a.m.

☐☐☐☐☐

Reminders:

"Education is a social process. Education is growth."
"Education is, not a preparation for life; education is life itself."
- John Dewey

10
THURSDAY

☐☐☐☐☐

11
FRIDAY

Weekend College
Session III classes
begin

☐☐☐☐☐

12/13
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

September

2009

14

MONDAY

Session III Weekend

College last day to

drop & last day for

100% refund

☐☐☐☐☐

15

TUESDAY

☐☐☐☐☐

16

WEDNESDAY

Session III last day

to drop & last day

for 100% refund

☐☐☐☐☐

Reminders:

"Education is learning what you didn't even know you didn't know."
- Daniel J. Boorstin

17
THURSDAY

☐☐☐☐☐

18
FRIDAY

☐☐☐☐☐

19/20
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

September

2009

21

MONDAY

Session II Midterms

☐☐☐☐☐

22

TUESDAY

☐☐☐☐☐

23

WEDNESDAY

☐☐☐☐☐

Reminders:

"All life is an experiment. The more experiments you make the better."
- Ralph Waldo Emerson

24
THURSDAY

☐☐☐☐☐

25
FRIDAY

Session II last
day to withdraw
from any class, or
change from credit
to audit

☐☐☐☐☐

26/27
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

September - October

2009

28

MONDAY

Fall Holiday no
evening classes

☐☐☐☐☐

29

TUESDAY

☐☐☐☐☐

30

WEDNESDAY

☐☐☐☐☐

Reminders:

"All the art of living lies in a fine mingling of letting go and holding on."
- Henry Ellis

1
THURSDAY

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2
FRIDAY

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3/4
SATURDAY/
SUNDAY

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Reminders:

October

2009

5
MONDAY



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6
TUESDAY



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7
WEDNESDAY



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Reminders:

"Do not dwell in the past, do not dream of the future, concentrate the mind on the present moment."
- Buddha

8
THURSDAY

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9
FRIDAY

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10/11
SATURDAY/
SUNDAY

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Reminders:

October

2009

12
MONDAY



☐

☐

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☐

13
TUESDAY



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☐

14
WEDNESDAY



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Reminders:

"Don't go around saying the world owes you a living. The world owes you nothing. It was here first."
- Mark Twain

15
THURSDAY

☐☐☐☐☐

16
FRIDAY

☐☐☐☐☐

17/18
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

October

2009

19

MONDAY

Session II last day
of classes

☐☐☐☐☐

20

TUESDAY

Session I Midterms

☐☐☐☐☐

21

WEDNESDAY

☐☐☐☐☐

Reminders:

"Every man dies. Not every man really lives."
- William Wallace

22

THURSDAY

Session IV classes
begin 8 a.m.

Session III Midterms

☐☐☐☐☐

23

FRIDAY

Weekend College
Sessions IV classes
begin

☐☐☐☐☐

24/25

**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

October - November

2009

26

MONDAY

Weekend College
Session IV last day
to drop & last day
for 100% refund

☐☐☐☐☐

27

TUESDAY

☐☐☐☐☐

28

WEDNESDAY

☐☐☐☐☐

Reminders:

"Everything in life is luck."
- Donald Trump

29
THURSDAY

Session IV last day
to drop & last day
for 100% refund

☐☐☐☐☐

30
FRIDAY

☐☐☐☐☐

31/1
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

November

2009

2

MONDAY

Session III last day
to withdraw from
any class, or to
change from credit
to audit

☐☐☐☐☐

3

TUESDAY

Session I last day to
withdraw from any
class, or to change
from credit to audit

☐☐☐☐☐

4

WEDNESDAY

☐☐☐☐☐

Reminders:

"I love life because what more is there."
- Anthony Hopkins

5
THURSDAY

☐☐☐☐☐

6
FRIDAY

☐☐☐☐☐

7/8
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

November

2009

9
MONDAY

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10
TUESDAY

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11
WEDNESDAY

Veterans Day no
classes day or
evening

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Reminders:

"I still find each day too short for all the thoughts I want to think, all the walks I want to take, all the books I want to read, and all the friends I want to see."
- John Burroughs

12
THURSDAY

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13
FRIDAY

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14/15
SATURDAY/
SUNDAY

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Reminders:

November

2009

16
MONDAY



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17
TUESDAY



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18
WEDNESDAY
Session IV Midterms



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Reminders:

"Life consists not in holding good cards but in playing those you hold well."

- Josh Billings

19

THURSDAY

☐☐☐☐☐

20

FRIDAY

☐☐☐☐☐

21/22

SATURDAY/
SUNDAY

☐☐☐☐☐

Reminders:

November

2009

23

MONDAY

☐☐☐☐☐

24

TUESDAY

☐☐☐☐☐

25

WEDNESDAY

Thanksgiving no
evening classes

Session IV last day
to withdraw from
any class, or to
change from credit
to audit

☐☐☐☐☐

Reminders:

"A winner is someone who recognizes his God-given talents, works his tail off to develop them into skills, and uses these skills to accomplish his goals."

- Larry Bird

26

THURSDAY

Thanksgiving no
classes day or
evening

☐☐☐☐☐

27

FRIDAY

Thanksgiving no
classes day or
evening

☐☐☐☐☐

28/29

SATURDAY/ SUNDAY

Thanksgiving no
classes day or
evening

☐☐☐☐☐

Reminders:

November - December

2009

30

MONDAY

☐☐☐☐☐

1

TUESDAY

☐☐☐☐☐

2

WEDNESDAY

☐☐☐☐☐

Reminders:

"Comedy is simply a funny way of being serious."
- Peter Ustinov

3
THURSDAY

☐☐☐☐☐

4
FRIDAY

☐☐☐☐☐

5/6
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

December

2009

7
MONDAY

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8
TUESDAY

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9
WEDNESDAY

Session III last day
of classes

☐

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Reminders:

"Common sense and a sense of humor are the same thing, moving at different speeds. A sense of humor is just common sense, dancing."
- William James

10
THURSDAY

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11
FRIDAY

Session I final
exams Dec. 11-17

☐

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12/13
SATURDAY/
SUNDAY

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Reminders:

December

2009

14

MONDAY

☐☐☐☐☐

15

TUESDAY

☐☐☐☐☐

16

WEDNESDAY

☐☐☐☐☐

Reminders:

- Gerald R. Ford

17

THURSDAY

Sessions I & IV last
day of classes

☐

1

1

1

1

18

FRIDAY

Graduation

7

□

□

7

□

19/20

**SATURDAY/
SUNDAY**

7

7

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7

☐

Reminders:

December

2009

21
MONDAY



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22
TUESDAY



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23
WEDNESDAY



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Reminders:

"The most important thing in communication is to hear what isn't being said."
- Peter F. Drucker

24
THURSDAY

☐☐☐☐☐

25
FRIDAY

☐☐☐☐☐

26/27
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

December - January

2009 - 2010

28

MONDAY

☐

☐

☐

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29

TUESDAY

☐

☐

☐

☐

☐

30

WEDNESDAY

☐

☐

☐

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☐

Reminders:

"Keep your eyes on the stars, keep your feet on the ground."

- Theodore Roosevelt

31

THURSDAY

☐☐☐☐☐

1

FRIDAY

☐☐☐☐☐

2/3

**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

January

2010

4

MONDAY

☐☐☐☐☐

5

TUESDAY

☐☐☐☐☐

6

WEDNESDAY

Sessions I and II
classes begin 8
a.m.

☐☐☐☐☐

Reminders:

"Learn from yesterday, live for today, hope for tomorrow."

-Anon.

7
THURSDAY

☐☐☐☐☐

8
FRIDAY

Weekend College
Sessions I and II
classes begin

☐☐☐☐☐

9/10
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

January

2010

11

MONDAY

Weekend College
Sessions I and II last
day to drop for
100% refund

☐☐☐☐☐

12

TUESDAY

☐☐☐☐☐

13

WEDNESDAY

Sessions I and II last
day to drop & for
100% refund

☐☐☐☐☐

Reminders:

"Let us not look back in anger or forward in fear, but around in awareness."
- James Thurber

14
THURSDAY

☐☐☐☐☐

15
FRIDAY

☐☐☐☐☐

16/17
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

January

2010

18

MONDAY

Martin Luther

King Jr.'s Birthday

no classes day or
evening

☐☐☐☐☐

19

TUESDAY

☐☐☐☐☐

20

WEDNESDAY

☐☐☐☐☐

Reminders:

"And in the end, it's not the years in your life that count. It's the life in your years."
- Abraham Lincoln

21
THURSDAY

☐☐☐☐☐

22
FRIDAY

☐☐☐☐☐

23/24
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

January

2010

25

MONDAY

Session III classes
begin 8 a.m.

☐☐☐☐☐

26

TUESDAY

☐☐☐☐☐

27

WEDNESDAY

☐☐☐☐☐

Reminders:

"Never bend your head. Hold it high. Look the world straight in the eye."
- Helen Keller

28

THURSDAY

☐☐☐☐☐

29

FRIDAY

Weekend College
Session III classes
begin

☐☐☐☐☐

30/31

SATURDAY/
SUNDAY

☐☐☐☐☐

Reminders:

February

2010

1

MONDAY

Session III last day
to drop & last day
for 100% refund

Weekend College
Session III last day
to drop & last day
for 100% refund

☐☐☐☐☐

2

TUESDAY

☐☐☐☐☐

3

WEDNESDAY

Session II Midterms

☐☐☐☐☐

Reminders:

"Let no man pull you low enough to hate him"
- Martin Luther King Jr.

4

THURSDAY

☐☐☐☐☐

5

FRIDAY

☐☐☐☐☐

6/7

**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

February

2010

8

MONDAY

☐☐☐☐☐

9

TUESDAY

☐☐☐☐☐

10

WEDNESDAY

☐☐☐☐☐

Reminders:

"It's never just a game when you're winning."
- George Carlin

11

THURSDAY

Sessions II last day
to withdraw from
any class & last
day to change from
credit to audit

☐☐☐☐☐

12

FRIDAY

☐☐☐☐☐

13/14

SATURDAY/ SUNDAY

☐☐☐☐☐

Reminders:

February

2010

15

MONDAY

☐☐☐☐☐

16

TUESDAY

☐☐☐☐☐

17

WEDNESDAY

☐☐☐☐☐

Reminders:

"Determine never to be idle...It is wonderful how much may be done if we are always doing."
- Thomas Jefferson

18
THURSDAY

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19
FRIDAY
Professional Development Day
no classes day or evening

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20/21
SATURDAY/
SUNDAY

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Reminders:

February

2010

22
MONDAY

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23
TUESDAY

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24
WEDNESDAY

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Reminders:

"Always do right. This will gratify some people and astonish the rest."
- Mark Twain

25
THURSDAY

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26
FRIDAY

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27/28
**SATURDAY/
SUNDAY**

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Reminders:

March

2010

1
MONDAY

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☐

2
TUESDAY

☐
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☐

3
WEDNESDAY
Session I Midterms

☐
☐
☐
☐
☐

Reminders:

"I know for sure that what we dwell on is who we become."
- Oprah Winfrey

4
THURSDAY

☐☐☐☐☐

5
FRIDAY

Session II last day
of classes

☐☐☐☐☐

6/7
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

March

2010

8

MONDAY

Spring Break

March 8-14

☐☐☐☐☐

9

TUESDAY

☐☐☐☐☐

10

WEDNESDAY

☐☐☐☐☐

Reminders:

"Don't be afraid to see what you see."
- Ronald Reagan

11
THURSDAY

☐

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12
FRIDAY

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13/14
**SATURDAY/
SUNDAY**
Spring Break
March 8-14

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☐

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Reminders:

March

2010

15

MONDAY

Session IV classes
begin 8 a.m.

Session III Midterms

☐☐☐☐☐

16

TUESDAY

☐☐☐☐☐

17

WEDNESDAY

☐☐☐☐☐

Reminders:

"Champions keep playing until they get it right."
- Billie Jean King

18
THURSDAY

☐

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19
FRIDAY

Weekend College
Session IV classes
begin

☐

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20/21
**SATURDAY/
SUNDAY**

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☐

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Reminders:

March

2010

22

MONDAY

Session IV weekend
college last day for
100% refund

Session IV last day
for drop & last day
for 100% refund

☐☐☐☐☐

23

TUESDAY

Session I last day to
withdraw from any
class, or to change
from credit to audit

☐☐☐☐☐

24

WEDNESDAY

☐☐☐☐☐

Reminders:

"Just play. Have fun. Enjoy the game."
- Michael Jordan

25

THURSDAY

Session III last day
to withdraw from
any class, or to
change from credit
to audit

☐☐☐☐☐

26

FRIDAY

☐☐☐☐☐

27/28

**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

March - April

2010

29
MONDAY

☐
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30
TUESDAY

☐
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31
WEDNESDAY

☐
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Reminders:

"Life is about timing."
- Carl Lewis

1
THURSDAY

☐☐☐☐☐

2
FRIDAY

☐☐☐☐☐

3/4
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

April

2010

5
MONDAY

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6
TUESDAY

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7
WEDNESDAY

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Reminders:

"Laziness may appear attractive, but work gives satisfaction."
- Anne Frank

8
THURSDAY

Session IV Midterms

☐☐☐☐☐

9
FRIDAY

☐☐☐☐☐

10/11
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

April

2010

12
MONDAY

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13
TUESDAY

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14
WEDNESDAY

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Reminders:

"A loving heart is the beginning of all knowledge."
- Thomas Carlyle

15
THURSDAY

Session IV last day
to withdraw from
any class, or to
change from credit
to audit

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16
FRIDAY

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17/18
**SATURDAY/
SUNDAY**

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Reminders:

April

2010

19
MONDAY

☐
☐
☐
☐
☐

20
TUESDAY

☐
☐
☐
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☐

21
WEDNESDAY

☐
☐
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☐

Reminders:

"You can't build a reputation on what you're going to do."
- Henry Ford

22
THURSDAY

☐☐☐☐☐

23
FRIDAY

☐☐☐☐☐

24/25
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

April - May

2010

26

MONDAY

☐☐☐☐☐

27

TUESDAY

Session III last day
of classes

☐☐☐☐☐

28

WEDNESDAY

☐☐☐☐☐

Reminders:

"Act as if what you do makes a difference. It does."
- William James

29
THURSDAY

Session I Finals
April 29-May 5

☐☐☐☐☐

30
FRIDAY

☐☐☐☐☐

1/2
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

May

2010

3
MONDAY

☐

☐

☐

☐

☐

4
TUESDAY

☐

☐

☐

☐

☐

5
WEDNESDAY
Sessions I & IV last
day of classes

☐

☐

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☐

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Reminders:

"Nobody can do everything, but everyone can do something."
- Author Unknown

6
THURSDAY

Graduation

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7
FRIDAY

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8/9
**SATURDAY/
SUNDAY**

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Reminders:

May

2010

10

MONDAY

Sessions I & II
classes begin 8
a.m.

☐☐☐☐☐

11

TUESDAY

☐☐☐☐☐

12

WEDNESDAY

☐☐☐☐☐

Reminders:

"Obstacles are those frightful things you see when you take your eyes off your goal."
- Henry Ford

13
THURSDAY

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14
FRIDAY

Weekend College
Sessions I & II
classes begin

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15/16
**SATURDAY/
SUNDAY**

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Reminders:

May

2010

17

MONDAY

Sessions I & II last
day for drop &
last day for 100%
refund

Weekend College
Sessions I & II last
day for drop &
last day for 100%
refund

☐☐☐☐☐

18

TUESDAY

☐☐☐☐☐

19

WEDNESDAY

☐☐☐☐☐

Reminders:

"Shoot for the moon. Even if you miss, you'll land among the stars."
- Les Brown

20
THURSDAY

☐☐☐☐☐

21
FRIDAY

☐☐☐☐☐

22/23
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

May

2010

24
MONDAY

25
TUESDAY

26
WEDNESDAY

Reminders:

"Only those who will risk going too far can possibly find out how far one can go."
- T.S. Eliot

27
THURSDAY

☐☐☐☐☐

28
FRIDAY

Session II midterms

☐☐☐☐☐

29/30
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

May - June

2010

31

MONDAY

Memorial Day

no classes day or

evening

☐☐☐☐☐

1

TUESDAY

☐☐☐☐☐

2

WEDNESDAY

☐☐☐☐☐

Reminders:

"It's easy to make a buck. It's a lot tougher to make a difference."
- Tom Brokaw

3
THURSDAY

☐☐☐☐☐

4
FRIDAY

Session II last day
to withdraw from
any class, or to
change from credit
to audit

☐☐☐☐☐

5/6
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

June

2010

7
MONDAY



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8
TUESDAY



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9
WEDNESDAY



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Reminders:

"A teacher is a compass that activates the magnets of curiosity, knowledge, and wisdom in the pupils."
- Ever Garrison

10
THURSDAY

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11
FRIDAY

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12/13
SATURDAY/
SUNDAY

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Reminders:

June

2010

14
MONDAY

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15
TUESDAY

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16
WEDNESDAY

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Reminders:

"Life is the sum of all your choices."
- Albert Camus

17
THURSDAY

Session I mid-terms

☐☐☐☐☐

18
FRIDAY

☐☐☐☐☐

19/20
**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

June

2010

21

MONDAY

Session II last day
of classes

☐☐☐☐☐

22

TUESDAY

Summer Break
no classes day or
evening

☐☐☐☐☐

23

WEDNESDAY

Summer Break
no classes day or
evening

☐☐☐☐☐

Reminders:

"Nothing is so often irretrievably missed as a daily opportunity."
- Marie von Ebner-Eschenbach

24
THURSDAY

Session III classes
begin 8 a.m.

Session I midterms

☐

☐

☐

☐

☐

25
FRIDAY

Weekend College
Session III classes
begin

☐

☐

☐

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☐

26/27
**SATURDAY/
SUNDAY**

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☐

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☐

Reminders:

June - July

2010

28

MONDAY

Weekend College
Session III last day
for drop & last day
for 100% refund

☐☐☐☐☐

29

TUESDAY

☐☐☐☐☐

30

WEDNESDAY

☐☐☐☐☐

Reminders:

"It is amazing how much you can accomplish when it doesn't matter who gets the credit."
- Author Unknown

1
THURSDAY

Session III last day
for drop & last day
for 100% refund

☐☐☐☐☐

2
FRIDAY

☐☐☐☐☐

3/4
**SATURDAY/
SUNDAY**

Independence Day
no classes day or
evening

☐☐☐☐☐

Reminders:

July

2010

5

MONDAY

☐☐☐☐☐

6

TUESDAY

Session I last day to
withdraw from any
class, or to change
from credit to audit

☐☐☐☐☐

7

WEDNESDAY

☐☐☐☐☐

Reminders:

"Respect your efforts, respect yourself. Self-respect leads to self-discipline. When you have both firmly under your belt, that's real power."
- Clint Eastwood

8
THURSDAY

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9
FRIDAY

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10/11
SATURDAY/
SUNDAY

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Reminders:

July

2010

12
MONDAY

☐☐☐☐☐

13
TUESDAY

☐☐☐☐☐

14
WEDNESDAY

☐☐☐☐☐

Reminders:

"They cannot take away our self-respect if we do not give it to them."
- Mahatma Gandhi

15
THURSDAY

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16
FRIDAY

Session III midterms

	<input type="checkbox"/>
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17/18
SATURDAY/
SUNDAY

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Reminders:

July

2010

19

MONDAY

☐☐☐☐☐

20

TUESDAY

☐☐☐☐☐

21

WEDNESDAY

☐☐☐☐☐

Reminders:

"Eighty percent of success is showing up."
- Woody Allen

22

THURSDAY

Session III last day
to withdraw from
any class & last
day to change from
credit to audit

☐☐☐☐☐

23

FRIDAY

☐☐☐☐☐

24/25

**SATURDAY/
SUNDAY**

☐☐☐☐☐

Reminders:

July - August

2010

26
MONDAY

☐

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27
TUESDAY

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28
WEDNESDAY

☐

☐

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Reminders:

"A smile is a curve that sets everything straight."

- Phyllis Diller

29

THURSDAY

☐☐☐☐☐

30

FRIDAY

☐☐☐☐☐

31/1

SATURDAY/
SUNDAY

Term III
Sessions I & II last
day of classes on
August 9th

Pick up the new
2010-2011 BC
Handbook Planner
from your campus
Student Life office

☐☐☐☐☐

Reminders:

COLLEGE CALENDAR 2009-2010
TERM I (20101)

Session I	Session II	Session III	Session IV
Aug 24-Dec 17	Aug 24-Oct 19	Sept 9-Dec 9	Oct 22-Dec 17

REGISTRATION AND ADVISEMENT

Registration				
Graduation Candidates*	Jun 1-Aug 23	Jun 1-Aug 23	Jun 1-Sept 8	Jun 1-Oct 21
Registration:				
Continuing Students	Jun 2-Aug 23	Jun 2-Aug 23	Jun 2-Sept 8	Jun 2-Oct 21
Registration:				
New/Re-Entry Students	Jun 22-Aug 23	Jun 22-Aug 23	Jun 22-Sept 8	Jun 22-Oct 21
Registration: State Employees				
for Waiver	Aug 21	Aug 21	Sept 8	Oct 21
CLASSES BEGIN				
8:00 AM	Aug 24	Aug 24	Sept 9	Oct 22
Weekend College				
Classes Begin**	Aug 28	Aug 28	Sept 11	Oct 23
Last Day For Drop and Last Day for				
100% Refund***	Aug 31	Aug 31	Sept 16	Oct 29
Last Day to Drop for 100% Refund for				
Weekend College**	Aug 31	Aug 31	Sept 14	Oct 26
HOLIDAY (Labor Day)				
No classes	Sept 7	Sept 7		
HOLIDAY (Fall Holiday)				
No classes	Sept 28	Sept 28	Sept 28	
MIDTERM	Oct 20	Sept 21	Oct 22	Nov 18
LAST DAY TO WITHDRAW				
FROM ANY CLASS	Nov 3	Sept 25	Nov 2	Nov 25
LAST DAY TO CHANGE FROM				
CREDIT TO AUDIT****	Nov 3	Sept 25	Nov 2	Nov 25
HOLIDAY (Veterans Day)				
No classes	Nov 11		Nov 11	Nov 11
HOLIDAY (Thanksgiving)				
No evening classes	Nov 25		Nov 25	Nov 25
No classes	Nov 26-29		Nov 26-29	Nov 26-29
LAST DAY OF CLASSES	Dec 17	Oct 19	Dec 9	Dec 17
FINAL EXAMINATIONS	Dec 11-17	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADUATION	Dec 18	Dec 18	Dec 18	Dec 18
GRADES DUE IN THE CAMPUS REGISTRATION OFFICE				
BY 3:00 PM	Dec 18	Oct 20	Dec 18	Dec 18

*Special registration for students within 15 hours (or less) of degree completion.

**Weekend College has a separate Calendar on Page 2.

***Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

****Students wishing to change from credit to audit, after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

International Students should refer to Page ?? for additional information regarding Admission Deadlines.

College Offices will be closed from December 21, 2009 through January 1, 2010. Registration on the Web will be available except December 25, 2009 and January 1, 2010.

NOTE: SESSION 1 Friday evening, Saturday, and Sunday classes will have final examinations on December 11-13, 2009.

COLLEGE CALENDAR 2009-2010

TERM II (20102)

Session I	Session II	Session III	Session IV
Jan 6-May 5	Jan 6-Mar 5	Jan 25-Apr 27	Mar 15-May 5

REGISTRATION AND ADVISEMENT

Pre-Registration:				
Graduation Candidates*	Nov 2-Jan 5	Nov 2-Jan 5	Nov 2-Jan 24	Nov 2-Mar 14
Registration:				
Continuing Students	Nov 3-Jan 5	Nov 3-Jan 5	Nov 3-Jan 24	Nov 3-Mar 14
Registration:				
New/Re-Entry Students	Nov 23-Jan 5	Nov 23-Jan 5	Nov 23-Jan 24	Nov 23-Mar 14
Registration: State Employees				
for Waiver	Jan 5	Jan 5	Jan 22	Mar 12
CLASSES BEGIN				
8:00 AM	Jan 6	Jan 6	Jan 25	Mar 15
Weekend College				
Classes Begin**	Jan 8	Jan 8	Jan 29	Mar 19
Last Day for Drop and Last Day for				
100% Refund***	Jan 13	Jan 13	Feb 1	Mar 22
Last Day to Drop for 100% Refund for				
Weekend College**	Jan 11	Jan 11	Feb 1	Mar 22
HOLIDAY (Martin L. King, Jr. Birthday)				
No classes	Jan 18	Jan 18		
PROFESSIONAL DEVELOPMENT DAY				
No classes	Feb 19	Feb 19	Feb 19	
HOLIDAY (Spring Break)	Mar 8-14		Mar 8-14	
MIDTERM	Mar 3	Feb 3	Mar 15	Apr 8
LAST DAY TO WITHDRAW				
FROM ANY CLASS	Mar 23	Feb 11	Mar 25	Apr 15
LAST DAY TO CHANGE FROM				
CREDIT TO AUDIT****	Mar 23	Feb 11	Mar 25	Apr 15
LAST DAY OF CLASSES	May 5	Mar 5	Apr 27	May 5
FINAL EXAMINATIONS	Apr 29-May 5	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADUATION	May 6	May 6	May 6	May 6
GRADES DUE IN THE CAMPUS REGISTRATION				
OFFICE BY 3:00 PM	May 6	Mar 5	May 6	May 6

*Special registration for students within 15 hours (or less) of degree completion.

**Weekend College has a separate Calendar on Page 2.

***Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

****Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

International Students should refer to Page ?? for additional information regarding Admission Deadlines.

College Offices will be closed from December 21, 2009 through January 1, 2010. Registration on the Web will be available except December 25, 2009 and January 1, 2010.

NOTE: SESSION I Friday evening, Saturday and Sunday classes will have final exams on April 30, May 1 and 2, 2010.

NOTE: Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.

COLLEGE CALENDAR 2009-2010
TERM III (20103)

Session I	Session II	Session III
May 10-Aug 9	May 10-Jun 21	Jun 24-Aug 9

REGISTRATION AND ADVISEMENT

Pre-Registration:			
Graduation Candidates*	Mar 15-May 9	Mar 15-May 9	Mar 15-Jun 23
Registration:			
Continuing Students	Mar 16-May 9	Mar 16-May 9	Mar 16-Jun 23
Registration:			
New and Re-Entry Students	Apr 5-May 9	Apr 5-May 9	Apr 5-Jun 23
Registration:			
State Employees for Waiver	May 7	May 7	Jun 23
CLASSES BEGIN 8:00 AM May 10	May 10	Jun 24	
Weekend College Classes Begin**	May 14	May 14	Jun 25
Last Day for Drop and Last Day for 100% Refund***	May 17	May 17	July 1
Last Day to Drop for 100% Refund for Weekend College**	May 17	May 17	Jun 28
HOLIDAY (Memorial Day)			
No classes	May 31	May 31	
HOLIDAY (Summer Break)			
No classes	Jun 22-23		
MIDTERM	Jun 24	May 28	July 16
LAST DAY TO WITHDRAW FROM ANY CLASS	July 6	Jun 4	July 22
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****	July 6	Jun 4	July 22
HOLIDAY (Independence Day)			
No classes day or evening	July 3-5		July 3-5
LAST DAY OF CLASSES	Aug 9	Jun 21	Aug 9
FINAL EXAMINATIONS	Last Class	Last Class	Last Class
Meeting		Meeting	Meeting
GRADES DUE IN THE CAMPUS			
REGISTRATION OFFICE BY NOON	Aug 10	Jun 22	Aug 10

Alternate Friday classes are divided as follows:

Session 2

Monday and Wednesday classes will meet on May 14, May 28, and June 11, 2010.
Tuesday and Thursday classes will meet on May 21, June 4, and June 18, 2010.

Session 3

Monday and Wednesday classes will meet on July 9, July 23, and August 6, 2010.
Tuesday and Thursday classes will meet on July 2, July 16, and July 30, 2010.

*Special registration for students within 15 hours (or less) of degree completion.

**Weekend College has a separate Calendar on Page 9.

***Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

****Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

International Students should refer to Page 11 for additional information regarding Admission Deadlines.

NOTES



FACTS.org
it's all academic

Florida Academic Counseling and Tracking for Students

- A one-stop source of information on degree programs, admission applications and policies, fees, financial aid, transcripts, career counseling, online transient student forms and more.
- Links to websites of more than 50 of Florida's community colleges, universities and independent institutions.
- Provides your Degree Audit to review requirements for your degree program (and even for a different degree program, if you're thinking about changing).
- Go to: www.facts.org